



Amendment No. 2
to
Contract No. MA 7800 NA180000096
for
Parts and Repair Services for Ford Vehicles
between
Covert Ford Lincoln
and the
City of Austin

- 1.0 The City hereby exercises an early extension for the above referenced Contract. The term for the extension period is February 6, 2021 to February 5, 2022. One option will remain.
- 2.0 The total contract amount is increased by \$1,300,000.00 combined between multiple contractors for this extension period. The total contract authorization is recapped below:

Action	Action Amount	Total Contract Amount
Initial Term: 03/29/2018 – 03/28/2020	\$2,600,000.00	\$2,600,000.00
Amendment No. 1: Option 1 – Early Extension 02/06/2020 – 02/05/2021	\$1,300,000.00	\$3,900,000.00
Amendment No. 2: Option 2 – Extension 02/06/2021 – 02/05/2022	\$1,300,000.00	\$5,200,000.00

- 3.0 By extending this Amendment the City of Austin confirms that the vendor and its principals are not currently suspended or debarred from doing business with the Federal Government, as indicated by the GSA List of Parties Excluded from Federal Procurement and Non-Procurement Programs, the State of Texas, or the City of Austin.
- 4.0 All other terms and conditions remain the same.

BY THE SIGNATURE affixed below, this amendment is hereby incorporated into and made a part of the above-referenced contract.

Signature & Date: [Signature] 2-5-21
Printed Name: PERMI PIERCE
Covert Ford Lincoln
11512 Research Blvd.
Austin TX, 78759

Erin D'Vincent Digitally signed by Erin D'Vincent
Date: 2021.02.05 10:37:26 -06'00'
Signature & Date: [Signature]
Erin D'Vincent, Procurement Supervisor February 5, 2021
City of Austin
Purchasing Office



Amendment No. 2
to
Contract No. MA 7800 NA180000096
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Parts and Repair Services for Ford Vehicles
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BY THE SIGNATURE affixed below, this amendment is hereby incorporated into and made a part of the above-referenced contract.

Signature & Date:

Printed Name:

Leif Johnson Ford
501 E Koenig
Austin TX, 78751

Kevin Hopper 1-29-21
Kevin Hopper

Signature & Date:

Erin D'Vincent, Procurement Supervisor
City of Austin
Purchasing Office

Erin D'Vincent

Digitally signed by Erin D'Vincent
Date: 2021.02.05 10:37:58 -06'

February 5, 2021



Amendment No. 1
to
Contract No. MA 7800 NA180000096
for
Parts and Repair Services for Ford Vehicles
between
Covert Ford Lincoln
and the
City of Austin

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- 2.0 The total contract amount is increased by \$1,300,000.00 combined between multiple contractors for this extension period. The total contract authorization is recapped below:

Action	Action Amount	Total Contract Amount
Initial Term: 03/29/2018 – 03/28/2020	n/a	\$2,600,000.00
Amendment No. 1: Option 1 – Early Extension 02/06/2020 – 02/05/2021	\$1,300,000.00	\$3,900,000.00

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- 4.0 All other terms and conditions remain the same.

BY THE SIGNATURE affixed below, this amendment is hereby incorporated into and made a part of the above-referenced contract.

Signature & Date:

Printed Name:

Covert Ford Lincoln
11512 Research Blvd.
Austin TX, 78759

Signature & Date:

John Hilburn, Contract Mgmt Specialist IV
City of Austin
Purchasing Office

Elin D Vincent
Procurement Supervisor



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- 4.0 All other terms and conditions remain the same.

BY THE SIGNATURE affixed below, this amendment is hereby incorporated into and made a part of the above-referenced contract.

Signature & Date: John H. Minturn Jr 6 Feb 2020
Printed Name: John H Minturn Jr

Leif Johnson Ford
501 E. Koenig
Austin TX 78751

Signature & Date: John Hilbur 2-11-2020
John Hilbur, Contract Mgmt Specialist IV
City of Austin
Purchasing Office
Erin Vincent
Procurement Supervisor

**CONTRACT BETWEEN THE CITY OF AUSTIN ("City")
AND
COVERT FORD LINCOLN ("Contractor")
for
PARTS AND REPAIR SERVICES FOR FORD VEHICLES
MA 7800 NA180000096**

The City accepts the Contractor's Offer (as referenced in Section 1.1.3 below) for the above requirement and enters into the following Contract.

This Contract is between Leif Johnson Ford having offices at 501 E Koenig, Austin TX 78751 and the City, a home-rule municipality incorporated by the State of Texas, and is effective as of the date executed by the City ("Effective Date").

Capitalized terms used but not defined herein have the meanings given them in Solicitation Number IFB 7800 ELL0058.

1.1 This Contract is composed of the following documents:

1.1.1 This Contract

1.1.2 The City's Solicitation, Invitation for Bid, IFB 7800 ELL0058 including all documents incorporated by reference

1.1.3 Covert Ford Lincoln Offer, dated November 20, 2017, including subsequent clarifications

1.2 Order of Precedence. Any inconsistency or conflict in the Contract documents shall be resolved by giving precedence in the following order:

1.2.1 This Contract

1.2.2 The City's Solicitation as referenced in Section 1.1.2, including all documents incorporated by reference

1.2.3 The Contractor's Offer as referenced in Section 1.1.3, including subsequent clarifications.

1.3 Term of Contract. The Contract will be in effect for an initial term of 24 months and may be extended thereafter for up to three 12-month extension option(s), subject to the approval of the Contractor and the City Purchasing Officer or his designee. See the Term of Contract provision in Section 0400 for additional Contract requirements.

1.4 Compensation. The Contractor shall be paid a total Not-to-Exceed amount of \$2,600,000 divided among the Contractors for the initial Contract term and \$1,300,000 divided among the Contractors for each extension option as indicated in the Bid Sheet, IFB Section 0600. Payment shall be made upon successful completion of services or delivery of goods as outlined in each individual Delivery Order.

1.5 Quantity of Work. There is no guaranteed quantity of work for the period of the Contract and there are no minimum order quantities. Work will be on an as needed basis as specified by the City for each Delivery Order

1.6 Clarifications and Additional Agreements. The following are incorporated into the Contract.

- 1.6.1 Contractor is awarded repair services for medium/heavy duty vehicles with associated categories. This includes the following categories and line items from 0600 - Bid Sheet for IFB 7800 ELL0058:

Category 1 – Hourly Labor Rate lines

1.3 Labor Rate Per Hour for Repair Services – Medium/Heavy Duty

Category 3 – Pick Up and Delivery

Category 5 – Priority Repairs

Category 6 – Discount off Markup to Manufacturer Price Lists for Non-Specified Products

- 1.6.2. The total Not-to Exceed amount identified in Section 1.4 shall be divided among the following Contractors:

Covert Ford Lincoln items listed above in 1.6.1

Leif Johnson Ford is awarded repair services with associated categories for sedans and light duty vehicles. This includes category 1 line items 1.1 and 1.2 and categories 2, 3, 4, 5, and 6 from 0600 - Bid Sheet for IFB 7800 ELL0058.

This Contract (including any Exhibits) constitutes the entire agreement of the parties regarding the subject matter of this Contract and supersedes all prior and contemporaneous agreements and understandings, whether written or oral, relating to such subject matter. This Contract may be altered, amended, or modified only by a written instrument signed by the duly authorized representatives of both parties.

In witness whereof, the parties have caused a duly authorized representative to execute this Contract on the date set forth below.

COVERT FORD LINCOLN

Keith Iselt

Printed Name of Authorized Person

Keith Iselt

Signature

Pants mgr

Title:

3-27-18

Date:

CITY OF AUSTIN

Erika Larsen

Printed Name of Authorized Person

Erika Larsen

Signature

Procurement Specialist II

Title:

3-29-18

Date:

Danielle Lord

Printed Name of Approver:

Danielle Lord

Approver Signature:

Procurement Mgr.

Title:

3-29-18

Date:



City of Austin

Purchasing Office

P.O. Box 1088, Austin, TX 78767

March 29, 2018

Covert Ford Lincoln
Keith Iselt
Parts Manager
11512 Research Blvd.
Austin TX, 78759

Dear Mr. Iselt:

The Austin City Council approved the execution of a contract with your company for Parts and Repair Services for Ford Vehicles in accordance with the referenced solicitation.

Responsible Department:	FSD
Department Contact Person:	Molly Strickland
Department Contact Email Address:	molly.strickland@austintexas.gov
Department Contact Telephone:	512-974-1749
Project Name:	Parts and Repair Services for Ford Vehicles
Contractor Name:	Covert Ford Lincoln
Contract Number:	MA 7800 NA180000096
Contract Period:	24 months
Dollar Amount	\$2,600,000,
Extension Options:	Three (3) 12-month extension options at \$1,300,000/ea.
Requisition Number:	RQM 7800 17081500712
Solicitation Type & Number:	IFB 7800 ELL0058
Agenda Item Number:	31
Council Approval Date:	03/22/2018

Thank you for your interest in doing business with the City of Austin. If you have any questions regarding this contract, please contact the person referenced under Department Contact Person.

Sincerely,

Erika Larsen
Procurement Specialist II
City of Austin
Purchasing Office



CITY OF AUSTIN, TEXAS

Purchasing Office INVITATION FOR BID (IFB) OFFER SHEET

SOLICITATION NO: ELL0058

COMMODITY/SERVICE DESCRIPTION: PARTS AND REPAIR
SERVICES FOR FORD VEHICLES

DATE ISSUED: November 6, 2017

REQUISITION NO.: RQM 7800 17081500712

BID DUE PRIOR TO: 2:00P.M.(CST) Tuesday November 28, 2017

COMMODITY CODE: 06071, 92815

**FOR CONTRACTUAL AND TECHNICAL
ISSUES CONTACT THE FOLLOWING
AUTHORIZED CONTACT PERSON:**

BID OPENING TIME AND DATE: 3:00P.M.(CST) Tuesday November
28, 2017

LOCATION: MUNICIPAL BUILDING, 124 W 8th STREET
RM 308, AUSTIN, TEXAS 78701

Erika Larsen
Procurement Specialist II
Phone: (512) 974-3127
E-Mail: Erika.Larsen@austintexas.gov

LIVE BID OPENING ONLINE:

Jonathan Dalchau
Procurement Specialist IV
Phone: (512) 974-2938
E-Mail: Jonathan.Dalchau@austintexas.gov

For information on how to attend the Bid Opening online, please select
this link:

<http://www.austintexas.gov/departments/bid-opening-webinars>

When submitting a sealed Offer and/or Compliance Plan, use the proper address for the type of service desired,
as shown below:

Address for US Mail (Only)	Address for FedEx, UPS, Hand Delivery or Courier Service
City of Austin	City of Austin, Municipal Building
Purchasing Office-Response Enclosed for Solicitation # ELL0058	Purchasing Office-Response Enclosed for Solicitation # ELL0058
P.O. Box 1088	124 W 8 th Street, Rm 308
Austin, Texas 78767-8845	Austin, Texas 78701
	Reception Phone: (512) 974-2500

NOTE: Offers must be received and time stamped in the Purchasing Office prior to the Due Date and Time. It is the responsibility of the Offeror to ensure that their Offer arrives at the receptionist's desk in the Purchasing Office prior to the time and date indicated. Arrival at the City's mailroom, mail terminal, or post office box will not constitute the Offer arriving on time. See Section 0200 for additional solicitation instructions.

All Offers (including Compliance Plans) that are not submitted in a sealed envelope or container will not be considered.

The Vendor agrees, if this Offer is accepted within 120 calendar days after the Due Date, to fully comply in strict accordance with the Solicitation, specifications and provisions attached thereto for the amounts shown on the accompanying Offer.

SUBMIT 1 ORIGINAL AND 1 ELECTRONIC (FLASHDRIVE) COPY OF YOUR RESPONSE

*****SIGNATURE FOR SUBMITTAL REQUIRED ON PAGE 3 OF THIS DOCUMENT*****

This solicitation is comprised of the following required sections. Please ensure to carefully read each section including those incorporated by reference. By signing this document, you are agreeing to all the items contained herein and will be bound to all terms.

SECTION NO.	TITLE	PAGES
0100	STANDARD PURCHASE DEFINITIONS	*
0200	STANDARD SOLICITATION INSTRUCTIONS	*
0300	STANDARD PURCHASE TERMS AND CONDITIONS	*
0400	SUPPLEMENTAL PURCHASE PROVISIONS	12
0500	SCOPE OF WORK	7
0505	FLEET SERVICES DELIVERY LOCATIONS AND POINTS OF CONTACT	2
0600	BID SHEET – Must be completed & returned with Offer	5
0605	LOCAL BUSINESS PRESENCE IDENTIFICATION FORM – Complete & return	2
0700	REFERENCE SHEET – Complete & return	1
0800	NON-DISCRIMINATION AND NON-RETALIATION CERTIFICATION–Complete & return	2
0805	NON-SUSPENSION OR DEBARMENT CERTIFICATION	*
0810	NON-COLLUSION, NON-CONFLICT OF INTEREST, AND ANTI-LOBBYING CERTIFICATION	*
0815	LIVING WAGES CONTRACTOR CERTIFICATION– Complete & return	1
0835	NONRESIDENT BIDDER PROVISIONS – Complete & return	1
0900	SUBCONTRACTING/SUB-CONSULTING UTILIZATION FORM – Complete & return	1
0905	SUBCONTRACTING/SUB-CONSULTING UTILIZATION PLAN – Complete & return	3

*** Documents are hereby incorporated into this Solicitation by reference, with the same force and effect as if they were incorporated in full text. The full text versions of the * Sections are available on the Internet at the following online address:**

http://www.austintexas.gov/financeonline/vendor_connection/index.cfm#STANDARDBIDDOCUMENTS

If you do not have access to the Internet, you may obtain a copy of these Sections from the City of Austin Purchasing Office located in the Municipal Building, 124 West 8th Street, Room #308 Austin, Texas 78701; phone (512) 974-2500. Please have the Solicitation number available so that the staff can select the proper documents. These documents can be mailed, expressed mailed, or faxed to you.

INTERESTED PARTIES DISCLOSURE

In addition, Section 2252.908 of the Texas Government Code requires the successful offeror to complete a Form 1295 “Certificate of Interested Parties” that is signed and notarized for a contract award requiring council authorization. The “Certificate of Interested Parties” form must be completed on the Texas Ethics Commission website, printed, signed and submitted to the City by the authorized agent of the Business Entity with acknowledgment that disclosure is made under oath and under penalty of perjury prior to final contract execution.

https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

The undersigned, by his/her signature, represents that he/she is submitting a binding offer and is authorized to bind the respondent to fully comply with the solicitation document contained herein. The Respondent, by submitting and signing below, acknowledges that he/she has received and read the entire document packet sections defined above including all documents incorporated by reference, and agrees to be bound by the terms therein.

Company Name: Covert Ford Lincoln
Company Address: 11514 Research Blvd
City, State, Zip: Austin TX 78759
Federal Tax ID No. _____
Printed Name of Officer or Authorized Representative: Keith Iselt
Title: Park Mgr
Signature of Officer or Authorized Representative: Keith Iselt
Date: 11-20-17
Email Address: Keithiselt@covertauto.com
Phone Number: 512-345-8999

*** Completed Bid Sheet, section 0600 must be submitted with this signed Offer Sheet to be considered for award**

**CITY OF AUSTIN
PURCHASING OFFICE
STANDARD PURCHASE TERMS AND CONDITIONS**

By submitting an Offer in response to the Solicitation, the Contractor agrees that the Contract shall be governed by the following terms and conditions. Unless otherwise specified in the Contract, Sections 3, 4, 5, 6, 7, 8, 20, 21, and 36 shall apply only to a Solicitation to purchase Goods, and Sections 9, 10, 11 and 22 shall apply only to a Solicitation to purchase Services to be performed principally at the City's premises or on public rights-of-way.

1. **CONTRACTOR'S OBLIGATIONS**. The Contractor shall fully and timely provide all Deliverables described in the Solicitation and in the Contractor's Offer in strict accordance with the terms, covenants, and conditions of the Contract and all applicable Federal, State, and local laws, rules, and regulations.
2. **EFFECTIVE DATE/TERM**. Unless otherwise specified in the Solicitation, this Contract shall be effective as of the date the contract is signed by the City, and shall continue in effect until all obligations are performed in accordance with the Contract.
3. **CONTRACTOR TO PACKAGE DELIVERABLES**: The Contractor will package Deliverables in accordance with good commercial practice and shall include a packing list showing the description of each item, the quantity and unit price. Unless otherwise provided in the Specifications or Supplemental Terms and Conditions, each shipping container shall be clearly and permanently marked as follows: (a) The Contractor's name and address, (b) the City's name, address and purchase order or purchase release number and the price agreement number if applicable, (c) Container number and total number of containers, e.g. box 1 of 4 boxes, and (d) the number of the container bearing the packing list. The Contractor shall bear cost of packaging. Deliverables shall be suitably packed to secure lowest transportation costs and to conform with requirements of common carriers and any applicable specifications. The City's count or weight shall be final and conclusive on shipments not accompanied by packing lists.
4. **SHIPMENT UNDER RESERVATION PROHIBITED**: The Contractor is not authorized to ship the Deliverables under reservation and no tender of a bill of lading will operate as a tender of Deliverables.
5. **TITLE & RISK OF LOSS**: Title to and risk of loss of the Deliverables shall pass to the City only when the City actually receives and accepts the Deliverables.
6. **DELIVERY TERMS AND TRANSPORTATION CHARGES**: Deliverables shall be shipped F.O.B. point of delivery unless otherwise specified in the Supplemental Terms and Conditions. Unless otherwise stated in the Offer, the Contractor's price shall be deemed to include all delivery and transportation charges. The City shall have the right to designate what method of transportation shall be used to ship the Deliverables. The place of delivery shall be that set forth in the block of the purchase order or purchase release entitled "Receiving Agency".
7. **RIGHT OF INSPECTION AND REJECTION**: The City expressly reserves all rights under law, including, but not limited to the Uniform Commercial Code, to inspect the Deliverables at delivery before accepting them, and to reject defective or non-conforming Deliverables. If the City has the right to inspect the Contractor's, or the Contractor's Subcontractor's, facilities, or the Deliverables at the Contractor's, or the Contractor's Subcontractor's, premises, the Contractor shall furnish, or cause to be furnished, without additional charge, all reasonable facilities and assistance to the City to facilitate such inspection.
8. **NO REPLACEMENT OF DEFECTIVE TENDER**: Every tender or delivery of Deliverables must fully comply with all provisions of the Contract as to time of delivery, quality, and quantity. Any non-complying tender shall constitute a breach and the Contractor shall not have the right to substitute a conforming tender; provided, where the time for performance has not yet expired, the Contractor may notify the City of the intention to cure and may then make a conforming tender within the time allotted in the contract.
9. **PLACE AND CONDITION OF WORK**: The City shall provide the Contractor access to the sites where the Contractor is to perform the services as required in order for the Contractor to perform the services in a timely and efficient manner, in accordance with and subject to the applicable security laws, rules, and regulations. The Contractor acknowledges that it has satisfied itself as to the nature of the City's service requirements and specifications, the location and essential characteristics of the work sites, the quality and quantity of materials, equipment, labor and facilities necessary to perform the services, and any other condition or state of fact which could in any way affect performance of the Contractor's obligations under the contract. The Contractor hereby releases and holds the City

**CITY OF AUSTIN
PURCHASING OFFICE
STANDARD PURCHASE TERMS AND CONDITIONS**

harmless from and against any liability or claim for damages of any kind or nature if the actual site or service conditions differ from expected conditions.

10. WORKFORCE

- A. The Contractor shall employ only orderly and competent workers, skilled in the performance of the services which they will perform under the Contract.
- B. The Contractor, its employees, subcontractors, and subcontractor's employees may not while engaged in participating or responding to a solicitation or while in the course and scope of delivering goods or services under a City of Austin contract or on the City's property .
 - i. use or possess a firearm, including a concealed handgun that is licensed under state law, except as required by the terms of the contract; or
 - ii. use or possess alcoholic or other intoxicating beverages, illegal drugs or controlled substances, nor may such workers be intoxicated, or under the influence of alcohol or drugs, on the job.
- C. If the City or the City's representative notifies the Contractor that any worker is incompetent, disorderly or disobedient, has knowingly or repeatedly violated safety regulations, has possessed any firearms, or has possessed or was under the influence of alcohol or drugs on the job, the Contractor shall immediately remove such worker from Contract services, and may not employ such worker again on Contract services without the City's prior written consent.

- 11. COMPLIANCE WITH HEALTH, SAFETY, AND ENVIRONMENTAL REGULATIONS:** The Contractor, its Subcontractors, and their respective employees, shall comply fully with all applicable federal, state, and local health, safety, and environmental laws, ordinances, rules and regulations in the performance of the services, including but not limited to those promulgated by the City and by the Occupational Safety and Health Administration (OSHA). In case of conflict, the most stringent safety requirement shall govern. The Contractor shall indemnify and hold the City harmless from and against all claims, demands, suits, actions, judgments, fines, penalties and liability of every kind arising from the breach of the Contractor's obligations under this paragraph.

12. INVOICES:

- A. The Contractor shall submit separate invoices in duplicate on each purchase order or purchase release after each delivery. If partial shipments or deliveries are authorized by the City, a separate invoice must be sent for each shipment or delivery made.
- B. **Proper Invoices must include a unique invoice number, the purchase order or delivery order number and the master agreement number if applicable, the Department's Name, and the name of the point of contact for the Department.** Invoices shall be itemized and transportation charges, if any, shall be listed separately. A copy of the bill of lading and the freight waybill, when applicable, shall be attached to the invoice. The Contractor's name and, if applicable, the tax identification number on the invoice must exactly match the information in the Vendor's registration with the City. Unless otherwise instructed in writing, the City may rely on the remittance address specified on the Contractor's invoice.
- C. Invoices for labor shall include a copy of all time-sheets with trade labor rate and Deliverables order number clearly identified. Invoices shall also include a tabulation of work-hours at the appropriate rates and grouped by work order number. Time billed for labor shall be limited to hours actually worked at the work site.
- D. Unless otherwise expressly authorized in the Contract, the Contractor shall pass through all Subcontract and other authorized expenses at actual cost without markup.
- E. Federal excise taxes, State taxes, or City sales taxes must not be included in the invoiced amount. The City will furnish a tax exemption certificate upon request.

**CITY OF AUSTIN
PURCHASING OFFICE
STANDARD PURCHASE TERMS AND CONDITIONS**

13. PAYMENT:

- A. All proper invoices received by the City will be paid within thirty (30) calendar days of the City's receipt of the Deliverables or of the invoice, whichever is later.
- B. **If payment is not timely made, (per paragraph A), interest shall accrue on the unpaid balance at the lesser of the rate specified in Texas Government Code Section 2251.025 or the maximum lawful rate; except, if payment is not timely made for a reason for which the City may withhold payment hereunder, interest shall not accrue until ten (10) calendar days after the grounds for withholding payment have been resolved.**
- C. If partial shipments or deliveries are authorized by the City, the Contractor will be paid for the partial shipment or delivery, as stated above, provided that the invoice matches the shipment or delivery.
- D. The City may withhold or set off the entire payment or part of any payment otherwise due the Contractor to such extent as may be necessary on account of:
 - i. delivery of defective or non-conforming Deliverables by the Contractor;
 - ii. third party claims, which are not covered by the insurance which the Contractor is required to provide, are filed or reasonable evidence indicating probable filing of such claims;
 - iii. failure of the Contractor to pay Subcontractors, or for labor, materials or equipment;
 - iv. damage to the property of the City or the City's agents, employees or contractors, which is not covered by insurance required to be provided by the Contractor;
 - v. reasonable evidence that the Contractor's obligations will not be completed within the time specified in the Contract, and that the unpaid balance would not be adequate to cover actual or liquidated damages for the anticipated delay;
 - vi. failure of the Contractor to submit proper invoices with all required attachments and supporting documentation; or
 - vii. failure of the Contractor to comply with any material provision of the Contract Documents.
- E. Notice is hereby given of Article VIII, Section 1 of the Austin City Charter which prohibits the payment of any money to any person, firm or corporation who is in arrears to the City for taxes, and of §2-8-3 of the Austin City Code concerning the right of the City to offset indebtedness owed the City.
- F. Payment will be made by check unless the parties mutually agree to payment by credit card or electronic transfer of funds. The Contractor agrees that there shall be no additional charges, surcharges, or penalties to the City for payments made by credit card or electronic funds transfer.
- G. The awarding or continuation of this contract is dependent upon the availability of funding. The City's payment obligations are payable only and solely from funds Appropriated and available for this contract. The absence of Appropriated or other lawfully available funds shall render the Contract null and void to the extent funds are not Appropriated or available and any Deliverables delivered but unpaid shall be returned to the Contractor. The City shall provide the Contractor written notice of the failure of the City to make an adequate Appropriation for any fiscal year to pay the amounts due under the Contract, or the reduction of any Appropriation to an amount insufficient to permit the City to pay its obligations under the Contract. In the event of non or inadequate appropriation of funds, there will be no penalty nor removal fees charged to the City.

- 14. TRAVEL EXPENSES:** All travel, lodging and per diem expenses in connection with the Contract for which reimbursement may be claimed by the Contractor under the terms of the Solicitation will be reviewed against the City's Travel Policy as published and maintained by the City's Controller's Office and the Current United States General Services Administration Domestic Per Diem Rates (the "Rates") as published and maintained on the Internet at:

<http://www.gsa.gov/portal/category/21287>

**CITY OF AUSTIN
PURCHASING OFFICE
STANDARD PURCHASE TERMS AND CONDITIONS**

No amounts in excess of the Travel Policy or Rates shall be paid. All invoices must be accompanied by copies of detailed itemized receipts (e.g. hotel bills, airline tickets). No reimbursement will be made for expenses not actually incurred. Airline fares in excess of coach or economy will not be reimbursed. Mileage charges may not exceed the amount permitted as a deduction in any year under the Internal Revenue Code or Regulations.

15. FINAL PAYMENT AND CLOSE-OUT:

- A. If an MBE/WBE Program Compliance Plan is required by the Solicitation, and the Contractor has identified Subcontractors, the Contractor is required to submit a Contract Close-Out MBE/WBE Compliance Report to the Project manager or Contract manager no later than the 15th calendar day after completion of all work under the contract. Final payment, retainage, or both may be withheld if the Contractor is not in compliance with the requirements of the Compliance Plan as accepted by the City.
- B. The making and acceptance of final payment will constitute:
 - i. a waiver of all claims by the City against the Contractor, except claims (1) which have been previously asserted in writing and not yet settled, (2) arising from defective work appearing after final inspection, (3) arising from failure of the Contractor to comply with the Contract or the terms of any warranty specified herein, (4) arising from the Contractor's continuing obligations under the Contract, including but not limited to indemnity and warranty obligations, or (5) arising under the City's right to audit; and
 - ii. a waiver of all claims by the Contractor against the City other than those previously asserted in writing and not yet settled.

16. SPECIAL TOOLS & TEST EQUIPMENT: If the price stated on the Offer includes the cost of any special tooling or special test equipment fabricated or required by the Contractor for the purpose of filling this order, such special tooling equipment and any process sheets related thereto shall become the property of the City and shall be identified by the Contractor as such.

17. AUDITS and RECORDS:

- A. The Contractor agrees that the representatives of the Office of the City Auditor or other authorized representatives of the City shall have access to, and the right to audit, examine, or reproduce, any and all records of the Contractor related to the performance under this Contract. The Contractor shall retain all such records for a period of three (3) years after final payment on this Contract or until all audit and litigation matters that the City has brought to the attention of the Contractor are resolved, whichever is longer. The Contractor agrees to refund to the City any overpayments disclosed by any such audit.
- B. Records Retention:
 - i. Contractor is subject to City Code chapter 2-11 (Records Management), and as it may subsequently be amended. For purposes of this subsection, a Record means all books, accounts, reports, files, and other data recorded or created by a Contractor in fulfillment of the Contract whether in digital or physical format, except a record specifically relating to the Contractor's internal administration.
 - ii. All Records are the property of the City. The Contractor may not dispose of or destroy a Record without City authorization and shall deliver the Records, in all requested formats and media, along with all finding aids and metadata, to the City at no cost when requested by the City
 - iii. The Contractor shall retain all Records for a period of three (3) years after final payment on this Contract or until all audit and litigation matters that the City has brought to the attention of the Contractor are resolved, whichever is longer.
- C. The Contractor shall include sections A and B above in all subcontractor agreements entered into in connection with this Contract.

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18. SUBCONTRACTORS:

- A. If the Contractor identified Subcontractors in an MBE/WBE Program Compliance Plan or a No Goals Utilization Plan the Contractor shall comply with the provisions of Chapters 2-9A, 2-9B, 2-9C, and 2-9D, as applicable, of the Austin City Code and the terms of the Compliance Plan or Utilization Plan as approved by the City (the "Plan"). The Contractor shall not initially employ any Subcontractor except as provided in the Contractor's Plan. The Contractor shall not substitute any Subcontractor identified in the Plan, unless the substitute has been accepted by the City in writing in accordance with the provisions of Chapters 2-9A, 2-9B, 2-9C and 2-9D, as applicable. No acceptance by the City of any Subcontractor shall constitute a waiver of any rights or remedies of the City with respect to defective Deliverables provided by a Subcontractor. If a Plan has been approved, the Contractor is additionally required to submit a monthly Subcontract Awards and Expenditures Report to the Contract Manager and the Purchasing Office Contract Compliance Manager no later than the tenth calendar day of each month.
- B. Work performed for the Contractor by a Subcontractor shall be pursuant to a written contract between the Contractor and Subcontractor. The terms of the subcontract may not conflict with the terms of the Contract, and shall contain provisions that:
 - i. require that all Deliverables to be provided by the Subcontractor be provided in strict accordance with the provisions, specifications and terms of the Contract;
 - ii. prohibit the Subcontractor from further subcontracting any portion of the Contract without the prior written consent of the City and the Contractor. The City may require, as a condition to such further subcontracting, that the Subcontractor post a payment bond in form, substance and amount acceptable to the City;
 - iii. require Subcontractors to submit all invoices and applications for payments, including any claims for additional payments, damages or otherwise, to the Contractor in sufficient time to enable the Contractor to include same with its invoice or application for payment to the City in accordance with the terms of the Contract;
 - iv. require that all Subcontractors obtain and maintain, throughout the term of their contract, insurance in the type and amounts specified for the Contractor, with the City being a named insured as its interest shall appear; and
 - v. require that the Subcontractor indemnify and hold the City harmless to the same extent as the Contractor is required to indemnify the City.
- C. The Contractor shall be fully responsible to the City for all acts and omissions of the Subcontractors just as the Contractor is responsible for the Contractor's own acts and omissions. Nothing in the Contract shall create for the benefit of any such Subcontractor any contractual relationship between the City and any such Subcontractor, nor shall it create any obligation on the part of the City to pay or to see to the payment of any moneys due any such Subcontractor except as may otherwise be required by law.
- D. The Contractor shall pay each Subcontractor its appropriate share of payments made to the Contractor not later than ten (10) calendar days after receipt of payment from the City.

19. WARRANTY-PRICE:

- A. The Contractor warrants the prices quoted in the Offer are no higher than the Contractor's current prices on orders by others for like Deliverables under similar terms of purchase.
- B. The Contractor certifies that the prices in the Offer have been arrived at independently without consultation, communication, or agreement for the purpose of restricting competition, as to any matter relating to such fees with any other firm or with any competitor.
- C. In addition to any other remedy available, the City may deduct from any amounts owed to the Contractor, or otherwise recover, any amounts paid for items in excess of the Contractor's current prices on orders by others for like Deliverables under similar terms of purchase.

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20. **WARRANTY – TITLE:** The Contractor warrants that it has good and indefeasible title to all Deliverables furnished under the Contract, and that the Deliverables are free and clear of all liens, claims, security interests and encumbrances. The Contractor shall indemnify and hold the City harmless from and against all adverse title claims to the Deliverables.
21. **WARRANTY – DELIVERABLES:** The Contractor warrants and represents that all Deliverables sold the City under the Contract shall be free from defects in design, workmanship or manufacture, and conform in all material respects to the specifications, drawings, and descriptions in the Solicitation, to any samples furnished by the Contractor, to the terms, covenants and conditions of the Contract, and to all applicable State, Federal or local laws, rules, and regulations, and industry codes and standards. Unless otherwise stated in the Solicitation, the Deliverables shall be new or recycled merchandise, and not used or reconditioned.
- A. Recycled Deliverables shall be clearly identified as such.
 - B. The Contractor may not limit, exclude or disclaim the foregoing warranty or any warranty implied by law; and any attempt to do so shall be without force or effect.
 - C. Unless otherwise specified in the Contract, the warranty period shall be at least one year from the date of acceptance of the Deliverables or from the date of acceptance of any replacement Deliverables. If during the warranty period, one or more of the above warranties are breached, the Contractor shall promptly upon receipt of demand either repair the non-conforming Deliverables, or replace the non-conforming Deliverables with fully conforming Deliverables, at the City's option and at no additional cost to the City. All costs incidental to such repair or replacement, including but not limited to, any packaging and shipping costs, shall be borne exclusively by the Contractor. The City shall endeavor to give the Contractor written notice of the breach of warranty within thirty (30) calendar days of discovery of the breach of warranty, but failure to give timely notice shall not impair the City's rights under this section.
 - D. If the Contractor is unable or unwilling to repair or replace defective or non-conforming Deliverables as required by the City, then in addition to any other available remedy, the City may reduce the quantity of Deliverables it may be required to purchase under the Contract from the Contractor, and purchase conforming Deliverables from other sources. In such event, the Contractor shall pay to the City upon demand the increased cost, if any, incurred by the City to procure such Deliverables from another source.
 - E. If the Contractor is not the manufacturer, and the Deliverables are covered by a separate manufacturer's warranty, the Contractor shall transfer and assign such manufacturer's warranty to the City. If for any reason the manufacturer's warranty cannot be fully transferred to the City, the Contractor shall assist and cooperate with the City to the fullest extent to enforce such manufacturer's warranty for the benefit of the City.
22. **WARRANTY – SERVICES:** The Contractor warrants and represents that all services to be provided the City under the Contract will be fully and timely performed in a good and workmanlike manner in accordance with generally accepted industry standards and practices, the terms, conditions, and covenants of the Contract, and all applicable Federal, State and local laws, rules or regulations.
- A. The Contractor may not limit, exclude or disclaim the foregoing warranty or any warranty implied by law, and any attempt to do so shall be without force or effect.
 - B. Unless otherwise specified in the Contract, the warranty period shall be at least one year from the Acceptance Date. If during the warranty period, one or more of the above warranties are breached, the Contractor shall promptly upon receipt of demand perform the services again in accordance with above standard at no additional cost to the City. All costs incidental to such additional performance shall be borne by the Contractor. The City shall endeavor to give the Contractor written notice of the breach of warranty within thirty (30) calendar days of discovery of the breach warranty, but failure to give timely notice shall not impair the City's rights under this section.
 - C. If the Contractor is unable or unwilling to perform its services in accordance with the above standard as required by the City, then in addition to any other available remedy, the City may reduce the amount of services it may be

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required to purchase under the Contract from the Contractor, and purchase conforming services from other sources. In such event, the Contractor shall pay to the City upon demand the increased cost, if any, incurred by the City to procure such services from another source.

23. **ACCEPTANCE OF INCOMPLETE OR NON-CONFORMING DELIVERABLES:** If, instead of requiring immediate correction or removal and replacement of defective or non-conforming Deliverables, the City prefers to accept it, the City may do so. The Contractor shall pay all claims, costs, losses and damages attributable to the City's evaluation of and determination to accept such defective or non-conforming Deliverables. If any such acceptance occurs prior to final payment, the City may deduct such amounts as are necessary to compensate the City for the diminished value of the defective or non-conforming Deliverables. If the acceptance occurs after final payment, such amount will be refunded to the City by the Contractor.
24. **RIGHT TO ASSURANCE:** Whenever one party to the Contract in good faith has reason to question the other party's intent to perform, demand may be made to the other party for written assurance of the intent to perform. In the event that no assurance is given within the time specified after demand is made, the demanding party may treat this failure as an anticipatory repudiation of the Contract.
25. **STOP WORK NOTICE:** The City may issue an immediate Stop Work Notice in the event the Contractor is observed performing in a manner that is in violation of Federal, State, or local guidelines, or in a manner that is determined by the City to be unsafe to either life or property. Upon notification, the Contractor will cease all work until notified by the City that the violation or unsafe condition has been corrected. The Contractor shall be liable for all costs incurred by the City as a result of the issuance of such Stop Work Notice.
26. **DEFAULT:** The Contractor shall be in default under the Contract if the Contractor (a) fails to fully, timely and faithfully perform any of its material obligations under the Contract, (b) fails to provide adequate assurance of performance under Paragraph 24, (c) becomes insolvent or seeks relief under the bankruptcy laws of the United States or (d) makes a material misrepresentation in Contractor's Offer, or in any report or deliverable required to be submitted by the Contractor to the City.
27. **TERMINATION FOR CAUSE:** In the event of a default by the Contractor, the City shall have the right to terminate the Contract for cause, by written notice effective ten (10) calendar days, unless otherwise specified, after the date of such notice, unless the Contractor, within such ten (10) day period, cures such default, or provides evidence sufficient to prove to the City's reasonable satisfaction that such default does not, in fact, exist. The City may place Contractor on probation for a specified period of time within which the Contractor must correct any non-compliance issues. Probation shall not normally be for a period of more than nine (9) months, however, it may be for a longer period, not to exceed one (1) year depending on the circumstances. If the City determines the Contractor has failed to perform satisfactorily during the probation period, the City may proceed with suspension. In the event of a default by the Contractor, the City may suspend or debar the Contractor in accordance with the "City of Austin Purchasing Office Probation, Suspension and Debarment Rules for Vendors" and remove the Contractor from the City's vendor list for up to five (5) years and any Offer submitted by the Contractor may be disqualified for up to five (5) years. In addition to any other remedy available under law or in equity, the City shall be entitled to recover all actual damages, costs, losses and expenses, incurred by the City as a result of the Contractor's default, including, without limitation, cost of cover, reasonable attorneys' fees, court costs, and prejudgment and post-judgment interest at the maximum lawful rate. All rights and remedies under the Contract are cumulative and are not exclusive of any other right or remedy provided by law.
28. **TERMINATION WITHOUT CAUSE:** The City shall have the right to terminate the Contract, in whole or in part, without cause any time upon thirty (30) calendar days' prior written notice. Upon receipt of a notice of termination, the Contractor shall promptly cease all further work pursuant to the Contract, with such exceptions, if any, specified in the notice of termination. The City shall pay the Contractor, to the extent of funds Appropriated or otherwise legally available for such purposes, for all goods delivered and services performed and obligations incurred prior to the date of termination in accordance with the terms hereof.
29. **FRAUD:** Fraudulent statements by the Contractor on any Offer or in any report or deliverable required to be submitted by the Contractor to the City shall be grounds for the termination of the Contract for cause by the City and may result in legal action.

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30. DELAYS:

- A. The City may delay scheduled delivery or other due dates by written notice to the Contractor if the City deems it is in its best interest. If such delay causes an increase in the cost of the work under the Contract, the City and the Contractor shall negotiate an equitable adjustment for costs incurred by the Contractor in the Contract price and execute an amendment to the Contract. The Contractor must assert its right to an adjustment within thirty (30) calendar days from the date of receipt of the notice of delay. Failure to agree on any adjusted price shall be handled under the Dispute Resolution process specified in paragraph 48. However, nothing in this provision shall excuse the Contractor from delaying the delivery as notified.
- B. Neither party shall be liable for any default or delay in the performance of its obligations under this Contract if, while and to the extent such default or delay is caused by acts of God, fire, riots, civil commotion, labor disruptions, sabotage, sovereign conduct, or any other cause beyond the reasonable control of such Party. In the event of default or delay in contract performance due to any of the foregoing causes, then the time for completion of the services will be extended; provided, however, in such an event, a conference will be held within three (3) business days to establish a mutually agreeable period of time reasonably necessary to overcome the effect of such failure to perform.

31. INDEMNITY:

- A. Definitions:
 - i. "Indemnified Claims" shall include any and all claims, demands, suits, causes of action, judgments and liability of every character, type or description, including all reasonable costs and expenses of litigation, mediation or other alternate dispute resolution mechanism, including attorney and other professional fees for:
 - (1) damage to or loss of the property of any person (including, but not limited to the City, the Contractor, their respective agents, officers, employees and subcontractors; the officers, agents, and employees of such subcontractors; and third parties); and/or
 - (2) death, bodily injury, illness, disease, worker's compensation, loss of services, or loss of income or wages to any person (including but not limited to the agents, officers and employees of the City, the Contractor, the Contractor's subcontractors, and third parties),
 - ii. "Fault" shall include the sale of defective or non-conforming Deliverables, negligence, willful misconduct, or a breach of any legally imposed strict liability standard.
- B. **THE CONTRACTOR SHALL DEFEND (AT THE OPTION OF THE CITY), INDEMNIFY, AND HOLD THE CITY, ITS SUCCESSORS, ASSIGNS, OFFICERS, EMPLOYEES AND ELECTED OFFICIALS HARMLESS FROM AND AGAINST ALL INDEMNIFIED CLAIMS DIRECTLY ARISING OUT OF, INCIDENT TO, CONCERNING OR RESULTING FROM THE FAULT OF THE CONTRACTOR, OR THE CONTRACTOR'S AGENTS, EMPLOYEES OR SUBCONTRACTORS, IN THE PERFORMANCE OF THE CONTRACTOR'S OBLIGATIONS UNDER THE CONTRACT. NOTHING HEREIN SHALL BE DEEMED TO LIMIT THE RIGHTS OF THE CITY OR THE CONTRACTOR (INCLUDING, BUT NOT LIMITED TO, THE RIGHT TO SEEK CONTRIBUTION) AGAINST ANY THIRD PARTY WHO MAY BE LIABLE FOR AN INDEMNIFIED CLAIM.**

32. INSURANCE: (reference Section 0400 for specific coverage requirements). The following insurance requirement applies. (Revised March 2013).

- A. General Requirements.
 - i. The Contractor shall at a minimum carry insurance in the types and amounts indicated in Section 0400, Supplemental Purchase Provisions, for the duration of the Contract, including extension options and hold over periods, and during any warranty period.
 - ii. The Contractor shall provide Certificates of Insurance with the coverages and endorsements required in Section 0400, Supplemental Purchase Provisions, to the City as verification of coverage prior to contract execution and within fourteen (14) calendar days after written request from the

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City. Failure to provide the required Certificate of Insurance may subject the Offer to disqualification from consideration for award. The Contractor must also forward a Certificate of Insurance to the City whenever a previously identified policy period has expired, or an extension option or hold over period is exercised, as verification of continuing coverage.

- iii. The Contractor shall not commence work until the required insurance is obtained and until such insurance has been reviewed by the City. Approval of insurance by the City shall not relieve or decrease the liability of the Contractor hereunder and shall not be construed to be a limitation of liability on the part of the Contractor.
- iv. The City may request that the Contractor submit certificates of insurance to the City for all subcontractors prior to the subcontractors commencing work on the project.
- v. The Contractor's and all subcontractors' insurance coverage shall be written by companies licensed to do business in the State of Texas at the time the policies are issued and shall be written by companies with A.M. Best ratings of B+VII or better.
- vi. The "other" insurance clause shall not apply to the City where the City is an additional insured shown on any policy. It is intended that policies required in the Contract, covering both the City and the Contractor, shall be considered primary coverage as applicable.
- vii. If insurance policies are not written for amounts specified in Section 0400, Supplemental Purchase Provisions, the Contractor shall carry Umbrella or Excess Liability Insurance for any differences in amounts specified. If Excess Liability Insurance is provided, it shall follow the form of the primary coverage.
- viii. The City shall be entitled, upon request, at an agreed upon location, and without expense, to review certified copies of policies and endorsements thereto and may make any reasonable requests for deletion or revision or modification of particular policy terms, conditions, limitations, or exclusions except where policy provisions are established by law or regulations binding upon either of the parties hereto or the underwriter on any such policies.
- ix. The City reserves the right to review the insurance requirements set forth during the effective period of the Contract and to make reasonable adjustments to insurance coverage, limits, and exclusions when deemed necessary and prudent by the City based upon changes in statutory law, court decisions, the claims history of the industry or financial condition of the insurance company as well as the Contractor.
- x. The Contractor shall not cause any insurance to be canceled nor permit any insurance to lapse during the term of the Contract or as required in the Contract.
- xi. The Contractor shall be responsible for premiums, deductibles and self-insured retentions, if any, stated in policies. Self-insured retentions shall be disclosed on the Certificate of Insurance.
- xii. The Contractor shall provide the City thirty (30) calendar days' written notice of erosion of the aggregate limits below occurrence limits for all applicable coverages indicated within the Contract.
- xiii. The insurance coverages specified in Section 0400, Supplemental Purchase Provisions, are required minimums and are not intended to limit the responsibility or liability of the Contractor.

B. Specific Coverage Requirements: Specific insurance requirements are contained in Section 0400, Supplemental Purchase Provisions

33. **CLAIMS:** If any claim, demand, suit, or other action is asserted against the Contractor which arises under or concerns the Contract, or which could have a material adverse affect on the Contractor's ability to perform thereunder, the Contractor shall give written notice thereof to the City within ten (10) calendar days after receipt of notice by the

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Contractor. Such notice to the City shall state the date of notification of any such claim, demand, suit, or other action; the names and addresses of the claimant(s); the basis thereof; and the name of each person against whom such claim is being asserted. Such notice shall be delivered personally or by mail and shall be sent to the City and to the Austin City Attorney. Personal delivery to the City Attorney shall be to City Hall, 301 West 2nd Street, 4th Floor, Austin, Texas 78701, and mail delivery shall be to P.O. Box 1088, Austin, Texas 78767.

34. **NOTICES**: Unless otherwise specified, all notices, requests, or other communications required or appropriate to be given under the Contract shall be in writing and shall be deemed delivered three (3) business days after postmarked if sent by U.S. Postal Service Certified or Registered Mail, Return Receipt Requested. Notices delivered by other means shall be deemed delivered upon receipt by the addressee. Routine communications may be made by first class mail, telefax, or other commercially accepted means. Notices to the Contractor shall be sent to the address specified in the Contractor's Offer, or at such other address as a party may notify the other in writing. Notices to the City shall be addressed to the City at P.O. Box 1088, Austin, Texas 78767 and marked to the attention of the Contract Administrator.
35. **RIGHTS TO BID, PROPOSAL AND CONTRACTUAL MATERIAL**: All material submitted by the Contractor to the City shall become property of the City upon receipt. Any portions of such material claimed by the Contractor to be proprietary must be clearly marked as such. Determination of the public nature of the material is subject to the Texas Public Information Act, Chapter 552, Texas Government Code.
36. **NO WARRANTY BY CITY AGAINST INFRINGEMENTS**: The Contractor represents and warrants to the City that: (i) the Contractor shall provide the City good and indefeasible title to the Deliverables and (ii) the Deliverables supplied by the Contractor in accordance with the specifications in the Contract will not infringe, directly or contributorily, any patent, trademark, copyright, trade secret, or any other intellectual property right of any kind of any third party; that no claims have been made by any person or entity with respect to the ownership or operation of the Deliverables and the Contractor does not know of any valid basis for any such claims. The Contractor shall, at its sole expense, defend, indemnify, and hold the City harmless from and against all liability, damages, and costs (including court costs and reasonable fees of attorneys and other professionals) arising out of or resulting from: (i) any claim that the City's exercise anywhere in the world of the rights associated with the City's ownership, and if applicable, license rights, and its use of the Deliverables infringes the intellectual property rights of any third party; or (ii) the Contractor's breach of any of Contractor's representations or warranties stated in this Contract. In the event of any such claim, the City shall have the right to monitor such claim or at its option engage its own separate counsel to act as co-counsel on the City's behalf. Further, Contractor agrees that the City's specifications regarding the Deliverables shall in no way diminish Contractor's warranties or obligations under this paragraph and the City makes no warranty that the production, development, or delivery of such Deliverables will not impact such warranties of Contractor.
37. **CONFIDENTIALITY**: In order to provide the Deliverables to the City, Contractor may require access to certain of the City's and/or its licensors' confidential information (including inventions, employee information, trade secrets, confidential know-how, confidential business information, and other information which the City or its licensors consider confidential) (collectively, "Confidential Information"). Contractor acknowledges and agrees that the Confidential Information is the valuable property of the City and/or its licensors and any unauthorized use, disclosure, dissemination, or other release of the Confidential Information will substantially injure the City and/or its licensors. The Contractor (including its employees, subcontractors, agents, or representatives) agrees that it will maintain the Confidential Information in strict confidence and shall not disclose, disseminate, copy, divulge, recreate, or otherwise use the Confidential Information without the prior written consent of the City or in a manner not expressly permitted under this Agreement, unless the Confidential Information is required to be disclosed by law or an order of any court or other governmental authority with proper jurisdiction, provided the Contractor promptly notifies the City before disclosing such information so as to permit the City reasonable time to seek an appropriate protective order. The Contractor agrees to use protective measures no less stringent than the Contractor uses within its own business to protect its own most valuable information, which protective measures shall under all circumstances be at least reasonable measures to ensure the continued confidentiality of the Confidential Information.
38. **PUBLICATIONS**: All published material and written reports submitted under the Contract must be originally developed material unless otherwise specifically provided in the Contract. When material not originally developed is included in a report in any form, the source shall be identified.

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39. **ADVERTISING**: The Contractor shall not advertise or publish, without the City's prior consent, the fact that the City has entered into the Contract, except to the extent required by law.
40. **NO CONTINGENT FEES**: The Contractor warrants that no person or selling agency has been employed or retained to solicit or secure the Contract upon any agreement or understanding for commission, percentage, brokerage, or contingent fee, excepting bona fide employees of bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business. For breach or violation of this warranty, the City shall have the right, in addition to any other remedy available, to cancel the Contract without liability and to deduct from any amounts owed to the Contractor, or otherwise recover, the full amount of such commission, percentage, brokerage or contingent fee.
41. **GRATUITIES**: The City may, by written notice to the Contractor, cancel the Contract without liability if it is determined by the City that gratuities were offered or given by the Contractor or any agent or representative of the Contractor to any officer or employee of the City of Austin with a view toward securing the Contract or securing favorable treatment with respect to the awarding or amending or the making of any determinations with respect to the performing of such contract. In the event the Contract is canceled by the City pursuant to this provision, the City shall be entitled, in addition to any other rights and remedies, to recover or withhold the amount of the cost incurred by the Contractor in providing such gratuities.
42. **PROHIBITION AGAINST PERSONAL INTEREST IN CONTRACTS**: No officer, employee, independent consultant, or elected official of the City who is involved in the development, evaluation, or decision-making process of the performance of any solicitation shall have a financial interest, direct or indirect, in the Contract resulting from that solicitation. Any willful violation of this section shall constitute impropriety in office, and any officer or employee guilty thereof shall be subject to disciplinary action up to and including dismissal. Any violation of this provision, with the knowledge, expressed or implied, of the Contractor shall render the Contract voidable by the City.
43. **INDEPENDENT CONTRACTOR**: The Contract shall not be construed as creating an employer/employee relationship, a partnership, or a joint venture. The Contractor's services shall be those of an independent contractor. The Contractor agrees and understands that the Contract does not grant any rights or privileges established for employees of the City.
44. **ASSIGNMENT-DELEGATION**: The Contract shall be binding upon and enure to the benefit of the City and the Contractor and their respective successors and assigns, provided however, that no right or interest in the Contract shall be assigned and no obligation shall be delegated by the Contractor without the prior written consent of the City. Any attempted assignment or delegation by the Contractor shall be void unless made in conformity with this paragraph. The Contract is not intended to confer rights or benefits on any person, firm or entity not a party hereto; it being the intention of the parties that there be no third party beneficiaries to the Contract.
45. **WAIVER**: No claim or right arising out of a breach of the Contract can be discharged in whole or in part by a waiver or renunciation of the claim or right unless the waiver or renunciation is supported by consideration and is in writing signed by the aggrieved party. No waiver by either the Contractor or the City of any one or more events of default by the other party shall operate as, or be construed to be, a permanent waiver of any rights or obligations under the Contract, or an express or implied acceptance of any other existing or future default or defaults, whether of a similar or different character.
46. **MODIFICATIONS**: The Contract can be modified or amended only by a writing signed by both parties. No pre-printed or similar terms on any the Contractor invoice, order or other document shall have any force or effect to change the terms, covenants, and conditions of the Contract.
47. **INTERPRETATION**: The Contract is intended by the parties as a final, complete and exclusive statement of the terms of their agreement. No course of prior dealing between the parties or course of performance or usage of the trade shall be relevant to supplement or explain any term used in the Contract. Although the Contract may have been substantially drafted by one party, it is the intent of the parties that all provisions be construed in a manner to be fair to both parties, reading no provisions more strictly against one party or the other. Whenever a term defined by the Uniform Commercial Code, as enacted by the State of Texas, is used in the Contract, the UCC definition shall control, unless otherwise defined in the Contract.

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48. DISPUTE RESOLUTION:

- A. If a dispute arises out of or relates to the Contract, or the breach thereof, the parties agree to negotiate prior to prosecuting a suit for damages. However, this section does not prohibit the filing of a lawsuit to toll the running of a statute of limitations or to seek injunctive relief. Either party may make a written request for a meeting between representatives of each party within fourteen (14) calendar days after receipt of the request or such later period as agreed by the parties. Each party shall include, at a minimum, one (1) senior level individual with decision-making authority regarding the dispute. The purpose of this and any subsequent meeting is to attempt in good faith to negotiate a resolution of the dispute. If, within thirty (30) calendar days after such meeting, the parties have not succeeded in negotiating a resolution of the dispute, they will proceed directly to mediation as described below. Negotiation may be waived by a written agreement signed by both parties, in which event the parties may proceed directly to mediation as described below.
- B. If the efforts to resolve the dispute through negotiation fail, or the parties waive the negotiation process, the parties may select, within thirty (30) calendar days, a mediator trained in mediation skills to assist with resolution of the dispute. Should they choose this option, the City and the Contractor agree to act in good faith in the selection of the mediator and to give consideration to qualified individuals nominated to act as mediator. Nothing in the Contract prevents the parties from relying on the skills of a person who is trained in the subject matter of the dispute or a contract interpretation expert. If the parties fail to agree on a mediator within thirty (30) calendar days of initiation of the mediation process, the mediator shall be selected by the Travis County Dispute Resolution Center (DRC). The parties agree to participate in mediation in good faith for up to thirty (30) calendar days from the date of the first mediation session. The City and the Contractor will share the mediator's fees equally and the parties will bear their own costs of participation such as fees for any consultants or attorneys they may utilize to represent them or otherwise assist them in the mediation.

49. **JURISDICTION AND VENUE:** The Contract is made under and shall be governed by the laws of the State of Texas, including, when applicable, the Uniform Commercial Code as adopted in Texas, V.T.C.A., Bus. & Comm. Code, Chapter 1, excluding any rule or principle that would refer to and apply the substantive law of another state or jurisdiction. All issues arising from this Contract shall be resolved in the courts of Travis County, Texas and the parties agree to submit to the exclusive personal jurisdiction of such courts. The foregoing, however, shall not be construed or interpreted to limit or restrict the right or ability of the City to seek and secure injunctive relief from any competent authority as contemplated herein.

50. **INVALIDITY:** The invalidity, illegality, or unenforceability of any provision of the Contract shall in no way affect the validity or enforceability of any other portion or provision of the Contract. Any void provision shall be deemed severed from the Contract and the balance of the Contract shall be construed and enforced as if the Contract did not contain the particular portion or provision held to be void. The parties further agree to reform the Contract to replace any stricken provision with a valid provision that comes as close as possible to the intent of the stricken provision. The provisions of this section shall not prevent this entire Contract from being void should a provision which is the essence of the Contract be determined to be void.

51. **HOLIDAYS:** The following holidays are observed by the City:

<u>Holiday</u>	<u>Date Observed</u>
New Year's Day	January 1
Martin Luther King, Jr.'s Birthday	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	November 11

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Thanksgiving Day	Fourth Thursday in November
Friday after Thanksgiving	Friday after Thanksgiving
Christmas Eve	December 24
Christmas Day	December 25

If a Legal Holiday falls on Saturday, it will be observed on the preceding Friday. If a Legal Holiday falls on Sunday, it will be observed on the following Monday.

52. **SURVIVABILITY OF OBLIGATIONS:** All provisions of the Contract that impose continuing obligations on the parties, including but not limited to the warranty, indemnity, and confidentiality obligations of the parties, shall survive the expiration or termination of the Contract.

53. **NON-SUSPENSION OR DEBARMENT CERTIFICATION:**

The City of Austin is prohibited from contracting with or making prime or sub-awards to parties that are suspended or debarred or whose principals are suspended or debarred from Federal, State, or City of Austin Contracts. By accepting a Contract with the City, the Vendor certifies that its firm and its principals are not currently suspended or debarred from doing business with the Federal Government, as indicated by the General Services Administration List of Parties Excluded from Federal Procurement and Non-Procurement Programs, the State of Texas, or the City of Austin.

54. **EQUAL OPPORTUNITY**

A. **Equal Employment Opportunity:** No Contractor, or Contractor's agent, shall engage in any discriminatory employment practice as defined in Chapter 5-4 of the City Code. No Offer submitted to the City shall be considered, nor any Purchase Order issued, or any Contract awarded by the City unless the Offeror has executed and filed with the City Purchasing Office a current Non-Discrimination Certification. Non-compliance with Chapter 5-4 of the City Code may result in sanctions, including termination of the contract and the Contractor's suspension or debarment from participation on future City contracts until deemed compliant with Chapter 5-4.

B. **Americans with Disabilities Act (ADA) Compliance:** No Contractor, or Contractor's agent, shall engage in any discriminatory practice against individuals with disabilities as defined in the ADA, including but not limited to: employment, accessibility to goods and services, reasonable accommodations, and effective communications.

55. **INTERESTED PARTIES DISCLOSURE**

As a condition to entering the Contract, the Business Entity constituting the Offeror must provide the following disclosure of Interested Parties to the City prior to the award of a contract with the City on Form 1295 "Certificate of Interested Parties" as prescribed by the Texas Ethics Commission for any contract award requiring council authorization. The Certificate of Interested Parties Form must be completed on the Texas Ethics Commission website, printed, and signed by the authorized agent of the Business Entity with acknowledgment that disclosure is made under oath and under penalty of perjury. The City will submit the "Certificate of Interested Parties" to the Texas Ethics Commission within 30 days of receipt from the successful Offeror. The Offeror is reminded that the provisions of Local Government Code 176, regarding conflicts of interest between the bidders and local officials remains in place. Link to Texas Ethics Commission Form 1295 process and procedures below:

https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

56. **BUY AMERICAN ACT-SUPPLIES (Applicable to certain Federally funded requirements)**

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- A. Definitions. As used in this paragraph –
- i. "Component" means an article, material, or supply incorporated directly into an end product.
 - ii. "Cost of components" means -
 - (1) For components purchased by the Contractor, the acquisition cost, including transportation costs to the place of incorporation into the end product (whether or not such costs are paid to a domestic firm), and any applicable duty (whether or not a duty-free entry certificate is issued); or
 - (2) For components manufactured by the Contractor, all costs associated with the manufacture of the component, including transportation costs as described in paragraph (1) of this definition, plus allocable overhead costs, but excluding profit. Cost of components does not include any costs associated with the manufacture of the end product.
 - iii. "Domestic end product" means-
 - (1) An unmanufactured end product mined or produced in the United States; or
 - (2) An end product manufactured in the United States, if the cost of its components mined, produced, or manufactured in the United States exceeds 50 percent of the cost of all its components. Components of foreign origin of the same class or kind as those that the agency determines are not mined, produced, or manufactured in sufficient and reasonably available commercial quantities of a satisfactory quality are treated as domestic. Scrap generated, collected, and prepared for processing in the United States is considered domestic.
 - iv. "End product" means those articles, materials, and supplies to be acquired under the contract for public use.
 - v. "Foreign end product" means an end product other than a domestic end product.
 - vi. "United States" means the 50 States, the District of Columbia, and outlying areas.
- B. The Buy American Act (41 U.S.C. 10a - 10d) provides a preference for domestic end products for supplies acquired for use in the United States.
- C. The City does not maintain a list of foreign articles that will be treated as domestic for this Contract; but will consider for approval foreign articles as domestic for this product if the articles are on a list approved by another Governmental Agency. The Offeror shall submit documentation with their Offer demonstrating that the article is on an approved Governmental list.
- D. The Contractor shall deliver only domestic end products except to the extent that it specified delivery of foreign end products in the provision of the Solicitation entitled "Buy American Act Certificate".

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The following Supplemental Purchasing Provisions apply to this solicitation:

1. **EXPLANATIONS OR CLARIFICATIONS** (reference paragraph 5 in Section 0200)

All requests for explanations or clarifications must be submitted in writing to the Purchasing Office by no later than 1:00 PM, one (1) week prior to the proposal due date. Submissions may be made via email to erika.larsen@austintexas.gov, or via fax at (512) 974-2388.

2. **INSURANCE:** Insurance is required for this solicitation.

A. **General Requirements.** See Section 0300, Standard Purchase Terms and Conditions, paragraph 32, entitled Insurance, for general insurance requirements.

- i. The Contractor shall provide a Certificate of Insurance as verification of coverages required below to the City at the below address prior to contract execution and within 14 calendar days after written request from the City. Failure to provide the required Certificate of Insurance may subject the Offer to disqualification from consideration for award.
- ii. The Contractor shall not commence work until the required insurance is obtained and until such insurance has been reviewed by the City. Approval of insurance by the City shall not relieve or decrease the liability of the Contractor hereunder and shall not be construed to be a limitation of liability on the part of the Contractor.
- iii. The Contractor must also forward a Certificate of Insurance to the City whenever a previously identified policy period has expired, or an extension option or holdover period is exercised, as verification of continuing coverage.

iv. The Certificate of Insurance, and updates, shall be mailed to the following address:

City of Austin Purchasing Office
P. O. Box 1088
Austin, Texas 78767

v. Applicable to all insurance policies: If coverage is underwritten on a claims-made basis, the retroactive date shall be coincident with or prior to the date of this Contract and the certificate of insurance shall state that the coverage is claims made and the retroactive date. The Contractor shall maintain continuous coverage for the duration of this Contract and for not less than twenty-four (24) months following final completion of the work. Coverage, including any renewals, shall have the same retroactive date as the original policy applicable to the work. The Contractor shall, on at least an annual basis, provide the OWNER with a certificate of insurance as evidence of such insurance.

B. **Specific Coverage Requirements:** The Contractor shall at a minimum carry insurance in the types and amounts indicated below for the duration of the Contract, including extension options and hold over periods, and during any warranty period. These insurance coverages are required minimums and are not intended to limit the responsibility or liability of the Contractor.

i. **Worker's Compensation and Employers' Liability Insurance:** Coverage shall be consistent with statutory benefits outlined in the Texas Worker's Compensation Act (Section 401). The minimum policy limits for Employer's Liability are \$100,000 bodily injury each accident, \$500,000 bodily injury by disease policy limit and \$100,000 bodily injury by disease each employee.

1) The Contractor's policy shall apply to the State of Texas and include these endorsements in favor of the City of Austin:

- a) Waiver of Subrogation, Form WC420304, or equivalent coverage
- b) Thirty (30) days Notice of Cancellation, Form WC420601, or equivalent coverage

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- ii. Commercial General Liability Insurance: The minimum bodily injury and property damage per occurrence are \$500,000 for coverages A (Bodily Injury and Property Damage) and B (Personal and Advertising Injury).
- 1) The policy shall contain the following provisions:
 - a) Contractual liability coverage for liability assumed under the Contract and all other Contracts related to the project.
 - b) Contractor/Subcontracted Work.
 - c) Products/Completed Operations Liability for the duration of the warranty period.
 - 2) The policy shall also include these endorsements in favor of the City of Austin:
 - a) Waiver of Subrogation, Endorsement CG 2404, or equivalent coverage
 - b) Thirty (30) days Notice of Cancellation, Endorsement CG 0205, or equivalent coverage
 - c) The City of Austin listed as an additional insured, Endorsement CG 2010, or equivalent coverage
- iii. Business Automobile Liability Insurance: The Contractor shall provide coverage for all owned, non-owned and hired vehicles with a minimum combined single limit of \$500,000 per occurrence for bodily injury and property damage. Alternate acceptable limits are \$250,000 bodily injury per person, \$500,000 bodily injury per occurrence and at least \$100,000 property damage liability per accident.
- 1) The policy shall include these endorsements in favor of the City of Austin:
 - a) Waiver of Subrogation, Endorsement CA0444, or equivalent coverage
 - b) Thirty (30) days Notice of Cancellation, Endorsement CA0244, or equivalent coverage
 - c) The City of Austin listed as an additional insured, Endorsement CA2048, or equivalent coverage.
- iv. Garage Liability Coverage: The Contractor may provide Garage Liability coverage in place of the Commercial General Liability and Business Automobile Liability policies. The Garage Liability policy shall provide a minimum limit of liability of \$500,000 Auto Only / \$500,000 Aggregate other than Auto. Coverage shall be provided for all owned, hired, and non-owned vehicles.
- 1) The policy shall include these endorsements in favor of the City of Austin:
 - a) Waiver of Subrogation
 - b) Thirty (30) days Notice of Cancellation
 - c) The City of Austin listed as an additional insured
- v. Property Coverage: The Contractor shall provide all risk physical loss coverage for the vehicle and equipment in the care, custody, and control of the Contractor. Coverage shall continue until the work is accepted by the City. The limit of coverage required is the total estimated actual cash value of vehicles/equipment in the Contractor's care, custody, and control at any given time. The minimum limit of liability shall be \$100,000 with the ability to be increased to \$500,000 during the Contract term.
- 1) City of Austin shall be added as a loss payee.
- vi. Garagekeepers Liability. The Contractor may provide Garagekeepers Liability for the required property coverage for vehicles in the care, custody, and control of the Contractor. Comprehensive and collision coverage shall be provided on a Legal Liability basis. The limit of coverage required is the total estimated actual cash value of vehicles in the Contractors care, custody, and control at any given time. The minimum limit of liability shall be \$100,000 with the ability to be increased to \$500,000 during the Contract term.
- 1) City of Austin shall be added as a loss payee.

Note: If shipment is made by common carrier, then the requirements for Workers Compensation Employee Liability and Business Automobile Liability Insurance are not required. The Contractor must provide a written statement if a common carrier will be used to deliver parts.

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- C. Endorsements. The specific insurance coverage endorsements specified above, or their equivalents must be provided. In the event that endorsements, which are the equivalent of the required coverage, are proposed to be substituted for the required coverage, copies of the equivalent endorsements must be provided for the City's review and approval.

3. TERM OF CONTRACT

- A. The Contract shall be in effect for an initial term of 24 months and may be extended thereafter for up to three (3) additional 12-month periods, subject to the approval of the Contractor and the City Purchasing Officer or designee.
- B. Upon expiration of the initial term or period of extension, the Contractor agrees to hold over under the terms and conditions of this Contract for such a period of time as is reasonably necessary to re-solicit and/or complete the project (not to exceed 120 days unless mutually agreed on in writing).
- C. Upon written notice to the Contractor from the City's Purchasing Officer or designee and acceptance of the Contractor, the term of this contract shall be extended on the same terms and conditions for an additional period as indicated in paragraph "A" above.
- D. Prices are firm and fixed for the first twelve (12) months. Thereafter, price changes are subject to the Economic Price Adjustment provisions of this Contract.

4. PRE-AWARD

- A. Prior to awarding a Contract, the City reserves the right to visit the premises of any Offeror being considered for a Contract. The site visit will be made during the evaluation process to determine whether or not the Offeror has the appropriate facilities, equipment, inventory, licenses, registrations, permits, and qualified personnel to perform according to the Scope of Work (Section 0500). Offerors, who in the City's opinion, do not have the resources to perform, will not be considered for Contract award regardless of their Bid price. The Offeror shall furnish, or cause to be furnished, without additional charge, all reasonable assistance to the City to facilitate the site visit.
- B. In addition, in order to determine if the Offeror is responsible, the City reserves the right to review the Offeror's plan to comply with the requirement to make "Code Red" deliveries and "Expedited Services" as specified in the Scope of Work. Offerors who, in the City's opinion, do not have existing Agreements or resources in place will not be considered for Contract award regardless of their Bid price.

5. POST-AWARD

- A. The Contractor may be required to attend a post award meeting with City personnel within thirty (30) calendar days after Contract award. The purpose of the meeting is to discuss the terms and conditions of the contract.
- B. The City may perform site visits during the term of the Contract to verify that the Contractor or the Contractor's Subcontractor maintains the appropriate facilities, equipment, inventory, licenses, registrations, permits, and qualified personnel to perform according to the Scope of Work (Section 0500). The Contractor, or the Contractor's Subcontractor shall furnish, or cause to be furnished, without additional charge, all reasonable assistance to the City to facilitate the site visit.

6. QUANTITIES

The quantities listed herein are estimates for the period of the Contract. The City reserves the right to purchase more or less of these quantities as may be required during the Contract term. Quantities will be as needed and specified by the City for each order. Unless specified in the solicitation, there are no minimum order quantities.

7. PICKUP AND / OR DELIVERY REQUIREMENTS

- A. Pickups and deliveries shall be made as specified in the Scope of Work, Section 0500, after the order is placed. See Section 0505, for delivery locations.

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B. Unless requested by the City, pickups and deliveries shall not be made on City-recognized legal holidays (reference paragraph 51 in Section 0300).

C. For Parts:

- i. All orders must be shipped complete unless arrangements for partial shipments are made in advance.
- ii. The Contractor shall provide, with each delivery, a Shipping or Delivery Ticket showing the description of each item, quantity, and unit price.
- iii. No additional delivery charges (FedEx, UPS, etc.) will be paid by the City for any shipment unless the Fleet delivery order specifically states "Code Red" and "Code Red" is noted on the invoice. (NOTE: The term "Code Red" means that there is a critical need for the shipment such that the City is willing to pay expedited shipping charges for delivery as specified in the Scope of Work).

D. For Repairs:

- i. The Contractor shall provide, with each delivery, an itemized invoice with the following information:

- Date the City authorized repairs
 - List of repairs made
 - Date repairs were completed
 - Itemized list of parts and products used for the repairs
 - Number of labor hours associated with the repairs
 - The vehicle or piece of equipment identification number (license plate, Vehicle Identification Number (VIN) or unit number)

8. INVOICES and PAYMENT (reference paragraphs 12 and 13 in Section 0300)

- A. Invoices shall contain a unique invoice number and the information required in Section 0300, paragraph 12, entitled "Invoices." Additionally, invoices shall include a unique Purchase or Delivery Order Number and the following information, as applicable: pricing, the number of labor hours, equipment and/or part numbers, descriptions and quantities, the vehicle or piece of equipment identification number (license plate, VIN or unit number), credit for core charge for core exchanges, documentation to support all parts charged to the City, the Contractor's business name, "remit to" name and address, and the taxpayer identification number. The taxpayer identification number on the invoice must exactly match the information in the Vendor's registration with the City. Invoices received without all required information cannot be processed and will be returned to the Contractor.
- B. Unless otherwise instructed in writing, the City may rely on the remittance address specified on the Contractor's invoice. The City cannot process payments to or for a Third Party on behalf of the Contractor until the Third Party has been approved by the City and included in the Vendor's registration with the City.
- C. Invoices shall be mailed to the Service Center that placed the order (See Section 0505, for Fleet Services Department delivery locations).
- D. Monthly statements shall be mailed to the below address:

	City of Austin
Department	Fleet Services
Attn:	Accounts Payable
Address	1190 Hargrave Street
City, State Zip Code	Austin, TX 78702

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	City of Austin
Department	Department of Aviation
Attn:	Accounts Payable
Address	3600 Presidential Blvd, Suite 411
City, State Zip Code	Austin, TX 78719
Email	abia.invoices@austintexas.gov

- E. The Contractor agrees to accept payment by credit card, check, or Electronic Funds Transfer (EFT) for all goods and/or services provided under the Contract. The Contractor shall factor the cost of processing credit card payments into the Offer. There shall be no additional charges, surcharges, or penalties to the City for payments made by credit card.
- F. Final invoices at the end of the Contract must be received at the Service Center that placed the order within thirty (30) calendar days after the Contract expiration date to be considered for payment. No exceptions to this 30-day submission requirement will be considered.

9. VERIFICATION OF CONTRACTOR'S LABOR HOURS AND PARTS PRICING

- A. Labor hours must be based on published industry standards where they apply. In areas where such standards have not been published, the City reserves the right to restrict labor hours based on historic experience for like repairs.
- B. City personnel will review invoices to determine the accuracy of charges invoiced. The review will be performed using the Bid Sheet, Section 0600, in effect at the time of contract award, revisions approved by the City, and the percentage mark up or discount as indicated on the bid sheet.
- C. If during the review the pricing is found to be different, the Contractor shall reimburse the City for the amount overcharged within thirty (30) calendar days after written notification from the Contract Manager.

10. RESTOCKING FEES

- A. The Contractor may bill the City restocking fees (limited to 5% of the total cost of the item or items returned) for parts that are ordered by the City under the Contract and returned for refund; except that no restocking fee shall be billed for any parts returned within thirty (30) calendar days after receipt or for any parts returned during a quarterly stock lift. The Contractor is not obligated to accept for refund any part that is not resalable and/or not in the same condition as when purchased.
- B. The City will permit a restocking fee greater than 5% only in the event that the manufacturer charges the Contractor a restocking fee greater than 5%. In order to qualify for the higher restocking fee, the Contractor shall be required to submit written evidence of the manufacturer's higher restocking fee.

11. UNUSED INVENTORY (STOCK LIFT)

- A. The City may require a stock lift on a quarterly basis. When required, the Contractor shall pick up and credit the City's account for items purchased during the Contract term which have not been used or have become obsolete for the City's needs, provided that these items are in the original cartons and in marketable condition. The amount credited to the City's account shall be the original purchase price for the items.
- B. The date for the quarterly stock lift shall be mutually agreed upon between the Contractor and the City's Materials Control Manager or designee.
- C. No restocking fees will be assessed for parts returned during a quarterly stock lift.

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- D. At the end of the final Contract term, if the Contractor is not the successful vendor for the replacement Contract, when requested by the City, the Contractor shall pick up and refund the City for items purchased during the Contract term which were not used, provided the items are in the original cartons and in marketable condition. The amount refunded to the City shall be the original purchase price for the items less the restocking fee as outlined in the Restocking Fees provision above.

12. MATERIALS SPECIFICATIONS/DESCRIPTIVE LITERATURE

- A. If a solicitation refers to a Qualified Products List (QPL), Standard Products List (SPL) or a manufacturer's name and product, any Offeror offering products not referenced in the solicitation must submit as part of their Offer materials specifications/descriptive literature for the non-referenced product. Materials specifications/descriptive literature must be identified to show the item(s) in the Offer to which it applies.
- B. Materials specifications/descriptive literature are defined as product manufacturer's catalog pages, "cut sheets" applicable tests results, or related detailed documents that specify material construction, performance parameters, and any industrial standards that are applicable such as ANSI, ASTM, ASME, SAE, NFPA, NBS, EIA, ESL, and NSA. The submitted materials specifications/descriptive literature must include the manufacturer's name and product number of the product being offered.
- C. The failure of the materials specifications/descriptive literature to show that the product offered conforms to the requirements of the Solicitation shall result in rejection of the Offer.
- D. Failure to submit the materials specifications/descriptive literature as part of the Offer may subject the Offer to disqualification from consideration for award.

13. HAZARDOUS MATERIALS

- A. If this Solicitation involves hazardous materials, the Offeror shall furnish with the Offer Material Safety Data Sheets (SDS) (OSHA Form 20), on all chemicals and hazardous materials specifying the generic and trade name of product, product specification, and full hazard information including receiving and storage hazards. Instructions, special equipment needed for handling, information on approved containers, and instructions for the disposal of the material are also required.
- B. Submit copies of all documentation related to hazardous waste to both the Fleet Fuel Operations Manager and to the Fleet Occupational Health & Safety Specialist located within Fleet Administration.
- C. Failure to submit the SDS as part of the Offer may subject the Offer to disqualification from consideration for award.
- D. The SDS, instructions and information required in paragraph "A" above must be included with each shipment under the contract.

14. RECYCLED PRODUCTS

- A. The City prefers that Offerors offer products that contain recycled materials. When a recycled product is offered by the Offeror, the Offeror must state in their Offer the percentage of the product that is recycled and must include a list of the recycled materials that are contained in the product.
- B. The recycled content of paper products offered to the City shall be in accordance with the Federal Environmental Protection Agency's Recycled Product Procurement Guidelines. These guidelines are available at <http://www.epa.gov/cpg/>.
- C. Contract award for paper products will be made for recycled products unless the cost is more than 10% above the lowest price for non-recycled paper products as required in the City's Comprehensive Recycling Resolution.

15. PRICING REQUIREMENTS - SPECIFIED ITEMS

- A. The Specified Items listed in Section 0600 represent the most commonly purchased items. This list of parts is an annual estimate of Specified Parts that may be purchased under the resultant contract.

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- B. All Offerors shall submit firm fixed pricing for the Specified Items and Hourly Labor Rates for the first twelve (12) months of the contract. These prices may only be adjusted on the anniversary date of the Contract solely for the purpose of accommodating changes in the Contractor's direct costs. Any approved adjustment in the pricing of the Specified Items and Hourly Labor Rates shall remain firm for the next twelve (12) month period of the contract.
- C. Changes resulting from verifiable cost trends shall be made in accordance with the Economic Price Adjustment provision included in this Section 0400.

16. PRICING REQUIREMENTS - NON-SPECIFIED ITEMS

- A. The City may purchase additional items that are available from the Contractor in various quantities using the Published Price List(s) ("Price List(s)") identified in Section 0600 under the Non-Specified Parts Section.
- B. Offeror shall quote a percentage discount or markup to a Price List.
 - i. The percentage discount or markup shall be fixed throughout the term of the Contract, and are not subject to increase. They shall also remain firm through subsequent renewal periods if the City and the Contractor choose to renew the Contract.
 - ii. The Offeror may offer a different percentage discount or markup amount per manufacturer for any Non-Specified Part; however, parts within each manufacturer's product line must be priced by taking the stated list price and applying that percentage discount or markup.
- 1) **The Contractor shall submit two (2) CDs or electronic copies, if available, of the price list(s) upon which the discounts or markups are based to the Fleet Services Contract Manager specified herein within five (5) working, days after Contract award.**
 - a) **The City will accept a printed copy only if no electronic format is available. NOTE: If a Price List(s) is no longer available in hard copy or electronic format, the Contractor shall grant the City access to a company website or company-owned local computer to research parts pricing for verification purposes.**
 - b) If the Contractor is unable to provide a CD, electronic copies, access to a company website, or a hard copy of the price list, the Contractor shall be required to document by written invoice from the supplier the cost for all parts charged to the City. The Contractor shall submit cost documentation with each invoice.
 - c) All price lists identified in the Offer shall clearly include the Offeror's name and address, the solicitation number, prices, title of the price list, the price list number, and the latest effective date of the price list. If the Offer is based on a discount or markup on a manufacturer's price list, the price list must also include the manufacturer's name, the manufacturer's latest effective date, and the manufacturer's price schedule. All price lists submitted become part of the Contract and will be used to place orders and to verify the percent discount or markup throughout the term of the Contract. Price list(s) submitted must include descriptions of items listed.
- C. The Price List(s) may be superseded or replaced during the Contract term only if price revisions are the result of the manufacturer's official price list revision. Written notification from the Contractor of price changes, along with two (2) copies of the documentation supporting the price revision must be submitted to the Buyer in the Purchasing Office with the effective date of change to be at least 30-calendar days after written notification. The City reserves the right to refuse any list revision.
- D. Failure to submit written notification of price list revisions will result in the rejection of new prices being invoiced. The City will only pay invoices according to the last approved price list.

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17. LIVING WAGES:

The City's Living Wage Program, Rule R161-17.14, is located at:

<http://www.austintexas.gov/edims/document.cfm?id=277854>

- A. The minimum wage required for all Contractor Employees (and all tiers of Subcontracting) directly assigned to this City Contract is \$14.00 per hour, unless Published Wage Rates are included in this solicitation. In addition, the City may stipulate higher wage rates in certain solicitations in order to assure quality and continuity of service.
- B. The City requires Contractors submitting Offers on this Contract to provide a certification (**see the Living Wages Contractor Certification included in the Solicitation**) with their Offer certifying that all Contractor Employees (and all tiers of Subcontracting) directly assigned to this City Contract will be paid a minimum living wage equal to or greater than \$14.00 per hour. The certification shall include a list of all Contractor Employees (and all tiers of Subcontracting) directly assigned to providing services under the resultant contract including their name and job title. The list shall be updated and provided to the City as necessary throughout the term of the Contract.
- C. The Contractor shall maintain throughout the term of the resultant contract basic employment and wage information for each employee as required by the Fair Labor Standards Act (FLSA).
- D. The Contractor shall provide to the Department's assigned Contract Manager with the first invoice, individual Employee Certifications for all Contractor Employees (and all tiers of Subcontracting) directly assigned to the contract. The City reserves the right to request individual Employee Certifications at any time during the contract term. Employee Certifications shall be signed by each Contractor Employee (and all tiers of Subcontracting) directly assigned to the contract. The Employee Certification form is available on-line at https://www.austintexas.gov/financeonline/vendor_connection/index.cfm.
- E. Contractor shall submit employee certifications for Contractor Employees (and all tiers of Subcontracting) annually on the anniversary date of contract award with the respective invoice to verify that employees are paid the Living Wage throughout the term of the contract. The Employee Certification Forms shall be submitted for Contractor Employees (and all tiers of Subcontracting) added to the contract and/or to report any employee changes as they occur.
- F. The Department's assigned Contract Manager will periodically review the employee data submitted by the Contractor to verify compliance with this Living Wage provision. The City retains the right to review employee records required in paragraph C above to verify compliance with this provision.

18. NON-COLLUSION, NON-CONFLICT OF INTEREST, AND ANTI-LOBBYING

- A. On November 10, 2011, the Austin City Council adopted Ordinance No. 20111110-052 amending Chapter 2.7, Article 6 of the City Code relating to Anti-Lobbying and Procurement. The policy defined in this Code applies to Solicitations for goods and/or services requiring City Council approval under City Charter Article VII, Section 15 (Purchase Procedures). During the No-Contact Period, Offerors or potential Offerors are prohibited from making a representation to anyone other than the Authorized Contact Person in the Solicitation as the contact for questions and comments regarding the Solicitation.
- B. If during the No-Contact Period an Offeror makes a representation to anyone other than the Authorized Contact Person for the Solicitation, the Offeror's Offer is disqualified from further consideration except as permitted in the Ordinance.
- C. If an Offeror has been disqualified under this article more than two times in a sixty (60) month period, the Purchasing Officer shall debar the Offeror from doing business with the City for a period not to exceed three (3) years, provided the Offeror is given written notice and a hearing in advance of the debarment.
- D. The City requires Offerors submitting Offers on this Solicitation to certify that the Offeror has not in any way directly or indirectly made representations to anyone other than the Authorized Contact Person during the No-Contact Period as defined in the Ordinance. The text of the City Ordinance is posted on the Internet at: <http://www.ci.austin.tx.us/edims/document.cfm?id=161145>

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19. WORKFORCE SECURITY CLEARANCE AND IDENTIFICATION (ID)

- A. Access to any Fleet Services facility by the Contractor, all subcontractors and their employees will be strictly controlled at all times by the City. Contractor employees may be asked to present a photo ID when on City property.
- B. Where denial of access by a particular person may cause the Contractor to be unable to perform any portion of the work of the contract, the Contractor shall so notify the City's Contract Manager, in writing, within ten (10) days of the receipt of notification of denial.
- C. Contractor personnel will be required to check in at the Service Writer's desk when entering or leaving all Fleet Services facilities. Failure to do so may be cause for removal of Contractor Personnel from the worksite, without regard to Contractor's schedule.
- D. The Contractor shall comply with all other security requirements imposed by the City and shall ensure that all employees and subcontractors are kept fully informed as to these requirements.

20. ECONOMIC PRICE ADJUSTMENT –SPECIFIED PARTS AND/OR SERVICES

- A. **Price Adjustments:** Prices shown in this Contract shall remain firm for the first twelve (12) calendar months of the Contract. After that, in recognition of the potential for fluctuation of the Contractor's cost, a price adjustment (increase or decrease) may be requested by either the City or the Contractor on the anniversary date of the Contract or as may otherwise be specified herein. The percentage change between the contract price and the requested price shall not exceed the percentage change between the specified index in effect on the date the solicitation closed and the most recent, non-preliminary data at the time the price adjustment is requested. The requested price adjustment shall not exceed twenty-five percent (25%) for any single line item and in no event shall the total amount of the contract be automatically adjusted as a result of the change in one or more line items made pursuant to this provision. Prices for products or services unaffected by verifiable cost trends shall not be subject to adjustment.
- B. **Effective Date:** Approved price adjustments will go into effect on the first day of the upcoming renewal period or anniversary date of contract award and remain in effect until contract expiration unless changed by subsequent amendment.
- C. **Adjustments:** A request for price adjustment must be made in writing and submitted to the other Party prior to the yearly anniversary date of the Contract; adjustments may only be considered at that time unless otherwise specified herein. Requested adjustments must be solely for the purpose of accommodating changes in the Contractor's direct costs. Contractor shall provide an updated price listing once agreed to adjustment(s) have been approved by the parties.
- D. **Indexes:** In most cases an index from the Bureau of Labor Standards (BLS) will be utilized; however, if there is more appropriate, industry recognized standard then that index may be selected.
 - i. The following definitions apply:
 - 1) **Base Period:** Month and year of the original contracted price (the solicitation close date).
 - 2) **Base Price:** Initial price quoted, proposed and/or contracted per unit of measure.
 - 3) **Adjusted Price:** Base Price after it has been adjusted in accordance with the applicable index change and instructions provided.
 - 4) **Change Factor:** The multiplier utilized to adjust the Base Price to the Adjusted Price.
 - 5) **Weight %:** The percent of the Base Price subject to adjustment based on an index change.
 - a) **Adjustment-Request Review:** Each adjustment-request received will be reviewed and compared to changes in the index(es) identified below. Where applicable:

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- (1) Utilize final Compilation data instead of Preliminary data.
- (2) If the referenced index is no longer available shift up to the next higher category index.

i. **Index Identification:**

Weight % or \$ of Base Price: 100%	
Database Name: Consumer Price Index – All Urban Consumers	
Series ID: CUUR0000SETD	
<input checked="" type="checkbox"/> Not Seasonally Adjusted	<input type="checkbox"/> Seasonally Adjusted
Geographical Area: U.S. City Average	
Description of Series ID: Motor Vehicle Maintenance & Repair	
This Index shall apply to the following items of the Bid Sheet / Cost Proposal: Service	

Weight % or \$ of Base Price: 100%	
Database Name: Consumer Price Index – All Urban Consumers	
Series ID: CURR0000SECT	
<input checked="" type="checkbox"/> Not Seasonally Adjusted	<input type="checkbox"/> Seasonally Adjusted
Geographical Area: U.S. City Average	
Description of Series ID: Motor Vehicle Parts & Equipment	
This Index shall apply to the following items of the Bid Sheet / Cost Proposal: Specified Parts	

E. **Calculation:** Price adjustment will be calculated as follows:

Single Index: Adjust the Base Price by the same factor calculated for the index change.

Index at time of calculation
Divided by index on solicitation close date
Equals Change Factor
Multiplied by the Base Rate
Equals the Adjusted Price

- F. If the requested adjustment is not supported by the referenced index, the City, as its sole discretion, may consider approving an adjustment on fully documented market increases.

21. **PERFORMANCE**

In the event that the Contractor cannot provide the deliverables required by this Contract, the Contractor must supply deliverables from other sources at the Contract price in accordance with the terms and conditions of the Contract. If the Contractor delays in the above, the City reserves the right to purchase the deliverables on the open market and charge the Contractor the difference between the Contract price and the purchase price.

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22. NON-COMPLIANCE

The City will not tolerate non-compliance to the City's terms and conditions and Scope of Work (Section 0500) as stated in the Contract. The City will be the sole judge evaluating any unacceptable performance under the Contract. The City will notify the Contractor of any unacceptable performance in writing. The Contractor shall prepare a written response to the Contract Manager within two (2) working days after receipt of the City's notification unless a longer period is specified in the City's written notice. The Contractor's response shall include action taken to correct and prevent unacceptable performance from reoccurring. The City may terminate the Contract for cause based on repetitive non-compliance pursuant to Paragraph 27 of Section 0300.

23. CORES (whenever applicable)

- A. Fleet Services will return cores within thirty (30) calendar days after installation of a new or rebuilt part.
- B. If Fleet Services does not return core(s) within thirty (30) calendar days, the Contractor must contact the Fleet Service Center Manager or designee, from where the part was delivered to request that the core be returned or to request reimbursement from the City for the Core(s) at the Contract rate. If the City pays for a core and later returns it to the Contractor, the City must be reimbursed.
- C. The City will not accept invoices for any core charges until thirty-one (31) calendar days after the installation of the new or rebuilt part.

24. WARRANTY REQUIREMENTS - PARTS (reference Paragraph 21, Section 0300)

- A. The Contractor warrants that all parts are free from manufacturer defects in material and workmanship for a minimum of twelve (12) months or for the standard period as provided by the manufacturer, whichever is for the greatest length of time.
- B. The warranty period for all parts shall not start until the part is installed on a unit as evidenced by the City's work order or the Contractor's invoice for repairs. A copy of the manufacturer's parts warranty shall be provided to the Service Center Manager or their designee within five (5) calendar days of request by the City.
- C. The Contractor further warrants that the parts supplied under this Contract will not void existing vehicle/equipment or manufacturer's warranties.

25. WARRANTY REQUIREMENTS – SERVICES (reference Paragraph 22, Section 0300)

- A. The Contractor warrants and represents that all services provided the City under the Contract will be fully and timely performed in a good and workmanlike manner in accordance with generally accepted industry standards and practices, the terms, conditions, and covenants of the Contract, and all applicable Federal, State and local laws, rules or regulations. The warranty period shall be for a minimum of twelve (12) months from acceptance of the services.
- B. The warranty period shall not start until the part is installed on a unit as evidenced by the Contractor's invoice for repairs. A copy of the labor and associated parts warranties shall be provided to the Fleet Service Center Manager or their designee with each repair.

26. INTERLOCAL PURCHASING AGREEMENTS

- A. The City has entered into Interlocal Purchasing Agreements with other governmental entities, pursuant to the Interlocal Cooperation Act, Chapter 791 of the Texas Government Code. The Contractor agrees to offer the same prices and terms and conditions to other eligible governmental agencies that have an Interlocal Agreement with the City.
- B. The City does not accept any responsibility or liability for the purchases by other governmental agencies through an Interlocal Agreement.

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27. **CONTRACT MANAGER**

- A. The following person is designated as Contract Manager, and will act as the contact point between the City and the Contractor during the term of the Contract:

Molly Strickland, Contract Compliance Specialist – Fleet Services

1190 Hargrave Street

Austin, TX 78702

Phone: 512-974-1749 or Email: molly.strickland@austintexas.gov

Department: Department of Aviation

Contact: Edgar Santiago

Phone: (512) 530-7565

Email: edgar.santiago@austintexas.gov

- B. The above listed Contract Manager is not the authorized Contact Person for purposes of the NON-COLLUSION, NON-CONFLICT OF INTEREST, AND ANTI-LOBBYING Provision of this Section; and therefore, contact with the Contract Manager is prohibited during the No-Contact Period.

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1. PURPOSE

The City of Austin (City) seeks to establish a contract with a qualified Contractor to provide Original Equipment Manufacturer (OEM) parts and repair services for City of Austin (City) Ford vehicles and equipment on an as-needed basis. The intent of this contract is to provide non-warranty repair services; however, the Contractor shall be authorized by the vehicle manufacturer to provide warranty repair services.

This contract will be utilized by the City's Fleet Services department and the City's Aviation department. The City reserves the right to allow other City departments to utilize the Contract.

The City intends to solicit bids in response to this solicitation and reserves the right to compare those bids to established cooperative purchasing organization contracts operating within the State of Texas and authorized by the Austin City Council. If cooperative purchasing prices are lower than the bid prices received, the City reserves the right to make multiple contract awards between a cooperative and the lowest, responsive and responsible bidder, or reject all bids entirely and award the entire contract to a supplier available through a cooperative purchasing agreement. A Successful Bidder may be awarded the entire contract or select line items.

Any services that have been omitted from this scope of work that are clearly necessary or in conformance shall be considered a requirement although not directly specified or called for in the scope of work.

2. DEFINITIONS

- 2.1. Stock Parts: high turnover parts that are most commonly needed by the City.
- 2.2. Non-Stock Parts: low usage, high dollar parts that are not kept in inventory.
- 2.3. Back-ordered (or Out-of-Stock) Parts: parts that are not currently in stock but have been ordered or will be ordered.
- 2.4. Code Red: a term used by the City to designate that the parts are critical to providing services to the public to the extent that the City is willing to pay expedited shipping charges.
- 2.5. Service Center: any City facility where vehicles and equipment are repaired or serviced.
- 2.6. Expedited Services: the City requires priority repair services for City-owned vehicles and/or equipment.
- 2.7. Off-shift hours: any hours other than Monday through Friday from 7:00 A.M. through 5:00 P.M. local time.
- 2.8. Repair: to return or restore a broken, damaged, or failed part, vehicle, or piece of equipment to an acceptable operating or usable condition or state.
- 2.9. Special Order Items: parts that are hard to find such as parts for older vehicles that are no longer manufactured, parts that are made to order or new parts that have a limited supply.
- 2.10. Emergency Services: services provided by the Contractor during an emergency or major disaster to repair City vehicles and/or equipment ahead of all other vehicles and/or equipment at the Contractor's facility.

3. CONTRACTOR QUALIFICATIONS

The Contractor shall:

- 3.1. Be a manufacturer's authorized representative for Ford parts and shall have an operational repair facility regularly engaged in the business of providing the parts and repair services specified herein for a minimum of three (3) consecutive years within the last five (5) years.

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- 3.2. Furnish customer references as required in Section 0700 of the solicitation. In addition, the Contractor shall furnish a minimum of three (3) professional references from current parts suppliers within five (5) calendar days after written request by the City. Professional references shall be on suppliers' letterhead and shall provide pertinent information regarding the relationship, such as the length of time the Contractor has worked with the supplier.
- 3.3. Be a manufacturer authorized warranty repair facility for the vehicles and equipment specified herein and equipped with all tools, diagnostic equipment, and supplies necessary to repair and provide warranty services (when requested by the City).
- 3.4. Have a facility with adequate warehouse space and equipped with parts, supplies and equipment necessary to satisfy the requirements of the contract. In order to minimize downtime of City vehicles or equipment, the facility shall be located within 30 miles of the Texas State Capitol.
- 3.5. Maintain a storage area that is secure from vandalism or theft, for all City vehicles and equipment at the Contractor's location.
- 3.6. Have a minimum of two (2) Ford Certified service technicians to work on the Ford vehicles and equipment specified herein.
- 3.7. Be able to verify that all service technicians have had sufficient training with a minimum of three (3) years hands-on experience within the last five (5) years working on the vehicles specified herein. Training certificates and/or documentation shall be provided to the City within five (5) calendar days after written request.

4. CONTRACTOR'S RESPONSIBILITIES FOR REPAIR SERVICES

The Contractor shall:

- 4.1. Provide all labor, parts, equipment, materials, tools, supervision, and transportation required to perform repairs to City vehicles according to the manufacturer's recommended repair techniques and standards.
- 4.2. Perform all repair services on the Contractor's premises.
- 4.3. Provide a point of contact for receiving orders from the City within five (5) working days after contract award. A Service Center Manager or designee will contact the Contractor by telephone, e-mail, or fax, to place an order for repairs.
- 4.4. Pick up and/or return all City vehicles and equipment to and/or from the Contractor's premises where the repair services shall be completed, unless other instructions are given. The Contractor shall pick up vehicles and equipment in need of repair(s) within one (1) working day after City notification and returned within one (1) working day after completion of the repair(s), or at a time mutually agreed to between the Contractor and the Service Center Manager or designee.
 - 4.4.1. On occasion, the City will provide transportation for vehicles or equipment to the Contractor's premises. Upon completion of repairs, the Contractor shall deliver the vehicles or equipment back to the City within one (1) working day after completion of the repair(s) unless otherwise specified in the delivery order.
- 4.5. Diagnose the vehicle or equipment for repairs and provide a written cost estimate to the Service Center Manager or designee within two (2) working days after taking possession of the vehicle or equipment. The written cost estimate shall include:
 - The cause of failure
 - The correction or repair needed
 - Estimated labor hours and cost
 - Description and cost of parts
 - Total cost to complete repair services

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- Total amount of time needed to complete repairs
 - The vehicle or equipment identification number (license plate, VIN or unit number)
- 4.5.1. The Service Center Manager or designee will provide written authorization (e.g. email) to proceed with the repairs after evaluating the estimate. Authorization will include a unique delivery order number. The Contractor shall not proceed with repairs based on verbal authorizations and assumes all liability and responsibility for repairs performed based on such verbal authorizations.
- 4.6. Submit a new cost estimate if the cost of the necessary repairs increases from the original cost estimate due to hidden damage. The new cost estimate shall list the additional repairs and costs and shall be submitted to the Service Center Manager or designee for written (e.g. email) approval prior to performing the hidden damage repairs.
- 4.7. Complete the repairs within the timeframe specified in the estimate after receipt of written approval to proceed with the repairs from the Service Center Manager or designee. If more time is required to complete the necessary repairs, the Contractor shall request an extension in writing (e.g. email) that includes the reason for the extension and the date repairs shall be completed. The Service Center Manager or designee will approve the Contractor's request for extension in writing (e.g. email).
- 4.8. Expect the City to inspect the repairs for compliance with all contract requirements and to ensure repairs were completed in a satisfactory manner. If upon inspection the City detects deficiencies, the City may reject the repairs and the Contractor shall be required to make the necessary adjustments or correct the repairs at its own expense. This includes round trip transportation, if applicable. If corrective work is required, the Contractor shall arrange for pickup of the vehicle or equipment within one (1) working day of notification. The Contractor shall complete corrective work within one (1) working day unless the Service Center Manager or designee approves additional time in writing (e.g. email).
- 4.9. Anticipate that the City may test and/or inspect all repairs during the term of the Contract. The City reserves the right to conduct any tests or inspections deemed necessary to ensure repairs and parts conform to the vehicle or equipment manufacturer's specifications. Inspections completed by the City will not relieve the Contractor of its obligation to ensure all repairs, articles, materials, and parts are consistent with the vehicle or equipment manufacturer's specifications, and are fit for their intended use.
- 4.10. Be responsible for any damage by the Contractor or Contractor's Subcontractor to City vehicles, equipment, buildings, and/or property. The Contractor shall repair any damage at its own expense.
- 4.11. Be responsible for risk of loss or damage to all vehicles, equipment and/or parts in the care, custody, and control of the Contractor until accepted by the Service Center Manager or designee.
- 4.12. The Contractor shall provide an itemized invoice to the Service Center Manager or designee, upon completion of each repair. The invoice shall include the following information.
- Date the City authorized repairs
 - List of repairs made
 - Date repairs were completed
 - Itemized list of parts and other products used for the repairs
 - Number of labor hours associated with the repairs
 - The vehicle or piece of equipment identification number (license plate, VIN, or unit number)
- 4.13. Return all non-usable cores to the Service Center Manager or designee, upon completion of each repair, if cores are applicable to the repair. The Contractor shall not charge the City for usable cores from City vehicles or equipment repaired at the Contractor's facility.
- 4.14. Provide the parts removed during repair of the vehicle or equipment for verification purposes upon request by the Service Center Manager or designee.

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- 4.15. Properly recycle and/or dispose of hazardous waste, including used and contaminated lubricants and/or filters. Costs for recycling or disposal fees shall be factored into the Offer and not charged separately on an invoice.
 - 4.15.1. The Contractor shall provide, a copy of all documentation related to hazardous waste and the standard transportation manifest showing the proper disposition of all hazardous waste with each invoice.
 - 4.15.2. The Contractor shall comply with all health, safety and environmental laws (see Paragraph 11 in Section 0300).
- 4.16. Provide a 12-month labor warranty for all repair services. The Contractor shall provide a copy of the labor warranty to the Service Center Manager or designee upon request.
- 4.17. Notify the Contract Manager and the Service Center Manager or designee of recall notices, warranty replacements, safety notices, or any applicable notice regarding all parts used. Failure to report this within fifteen (15) calendar days after receipt of notice may result in cancellation of the contract.
- 4.18. Provide a report monthly, yearly, or a mutually agreed upon schedule of all repairs performed for the City.
 - 4.18.1. The report shall itemize repairs by date, Service Center that placed the order, type of repair, cost for labor (including hours and rates), description and cost for parts, total cost of repair, and the repaired vehicle or equipment identification number (license plate, VIN or unit number).
 - 4.18.2. The City prefers that the report be in an electronic format that may be sorted or other City-approved format. The report shall be submitted in format mutually agreed upon between the City and the Contractor.
- 4.19. Provide Expedited Services when specified in the delivery order.
 - 4.19.1. The Contractor may assess a flat dollar amount per vehicle or equipment repair for Expedited Services as specified on the Bid Sheet, Section 0600.
 - 4.19.2. The Contractor shall note Expedited Services on the invoice when authorized by the City.

5. CONTRACTOR'S RESPONSIBILITIES FOR PARTS

5.1. All Parts

The Contractor shall:

- 5.1.1. Stock or have immediate access to lubricants and parts inventory sufficient to fill stock orders 95% of the time. The stock level requirement shall be a two-week supply of inventory, which will be mutually agreed to between the Contractor and the Contract Manager or designee after contract award. Any changes to the stock level list shall be mutually agreed upon between the Contractor and the Contract Manager or designee in writing.
- 5.1.2. Provide OEM parts. If OEM parts are not available, any parts that are not OEM shall be approved by the Service Center Manager or designee in writing (e.g., email), and shall be equivalent to or better than the manufacturer's parts originally installed on the respective vehicle.
- 5.1.3. Provide new parts, except for core components on renewed assemblies. Parts shall meet all applicable federal, state and local requirements for quality and safety.
 - 5.1.2.1. Used, factory seconds, shopworn, demonstrator, prototype, and discontinued parts or materials are not acceptable.

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- 5.1.2.2. Remanufactured or rebuilt parts may be used if new parts are not available or if the City requests them in writing (e.g. email).
- 5.1.2.3. Any remanufactured or rebuilt parts must be approved by the Service Center Manager or designee in writing (e.g., email), and shall be equivalent to or better than the manufacturer's parts originally installed on the respective vehicle or equipment.
- 5.1.4. Submit Published Price Lists for all parts to the Contract Manager as specified in Section 0400, Published Price Lists and Section 0600.
- 5.1.5. The City reserves the right to inspect the Contractor's, or the Contractor's Subcontractor's, parts inventory and/or repair facility as specified in the Pre-Award and Post-Award paragraphs in Section 0400.
- 5.1.6. Notify the Contract Manager and the Service Center Manager or designee of recall notices, warranty replacements, safety notices, or any applicable notice regarding all parts sold. Failure to report this within fifteen (15) calendar days after receipt of notice may result in cancellation of the contract.
- 5.1.7. The Contractor warrants that all repair parts are free from manufacturer defects in material and workmanship for a minimum of twelve (12) months or for the standard period as provided by the manufacturer, whichever is for the greatest length of time.
 - 5.1.7.1. The warranty period for all parts shall start when the Contractor installs the part on the vehicle or equipment as evidenced by the Contractor's invoice for repair services.
 - 5.1.7.2. This warranty shall provide for replacement parts and shall include pick up and return of the vehicle or equipment, removal of the defective part and installation of the replacement part at no additional cost.
 - 5.1.7.3. The Contractor further warrants that the parts installed under this Contract will not void any existing vehicle, equipment or manufacturer's warranties.

5.2. Parts Associated with Repairs

The Contractor shall:

- 5.2.1. Provide a copy of the manufacturer's parts warranty to the Service Center Manager or designee upon request.
- 5.2.2. Provide a report monthly, yearly, or a mutually agreed upon schedule of all parts associated with repairs purchased by requesting department. The report shall itemize parts by date installed, invoice number, part number, part description, price per part, Service Center that placed the order, and the total dollar amount for all parts purchased. The City prefers that the report be in an electronic sortable format or other mutually agreed to format.

5.3. Parts for the City's Inventory

The Contractor shall:

- 5.3.1. Understand that all inventory parts shall be ordered on an as-needed basis.
- 5.3.2. Understand that the City will provide the Contractor with a list of parts to maintain a stock level equivalent to two (2) weeks supply of inventory after Contract award. Should there be any changes to the stock level list, the Materials Control Manager will provide revisions in writing.
- 5.3.3. Provide a copy of the manufacturer's parts warranty to the Service Center Manager or designee within five (5) calendar days of request by the City.

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- 5.3.4. Provide a point of contact for receiving orders from the City to the City's Contract Manager within five (5) working days after contract award, or at a time mutually agreed to between the Contractor and the Contract Manager. A City representative from the Service Center will contact the Contractor by telephone, e-mail, or fax, to place an order for parts.
 - 5.3.4.1. The order shall include the part number, part description, quantity, delivery requirements and a unique delivery order number.
 - 5.3.4.2. The Contractor shall confirm the shipment quantity to the ordering Service Center representative by telephone, email or fax within two (2) hours after the City places the order.
- 5.3.5. Ship complete orders for parts unless arrangements for partial shipments are made in advance. The Contractor shall provide, with each delivery, an invoice showing the part number, description, quantity, and unit price for each item.
- 5.3.6. Deliver Stock Parts to the ordering Service Center based on time of order:
 - 5.3.6.1. Parts ordered before 10:00 A.M. shall be delivered to the ordering Service Center no later than 5:00 P.M. the same working day the order is placed.
 - 5.3.6.2. Parts ordered after 10:00 A.M. shall be delivered before noon the next working day after the order is placed.

5.4. Parts Orders

The Contractor shall:

- 5.4.1. Deliver Non-Stock Parts to the ordering Service Center within three (3) working days after a Service Center places an order. If delivery cannot be made as specified, the Contractor shall notify the ordering Service Center and provide an estimated delivery date.
- 5.4.2. Deliver Code Red orders within one (1) to two (2) working days as specified in the order.
 - 5.4.2.1. The delivery order will specify Code Red and the number of days when authorized by the City.
 - 5.4.2.2. The Contractor shall include the term "Code Red" on invoices when the City authorizes and specifies Code Red on the delivery order.
 - 5.4.2.3. The Contractor may assess an expedited shipping charge (e.g. FedEx, UPS, Priority Mail...) for any Code Red orders placed by the City.
 - 5.4.2.3.3. The Contractor shall provide a written receipt from the shipper showing the actual expedited costs for all Code Red shipments without any additional markups.
- 5.4.3. Honor all Special Order Items under the Contract pricing, without any additional markups.
- 5.4.4. Deliver Back-ordered or Out-of-Stock parts to the Service Center within five (5) working days after the order is placed. The Contractor shall notify the ordering Service Center representative of when the part(s) will be available by telephone, email or fax within two (2) hours after the order is placed. If the Contractor cannot provide the backordered part within five (5) working days, the City reserves the right to purchase the part on the open market.

6. WORK HOURS

The City will not pay additional charges for repairs and/or services performed during off-shift hours.

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7. PICKUP AND DELIVERY REQUIREMENTS

Pickup and delivery shall be made as specified during normal City business hours Monday through Friday between the hours of 7:00 AM through 5:00 PM except for City-recognized legal holidays and weekends unless requested by the City in advance (see paragraph 51 in Section 0300 for City Holidays).

8. MILEAGE

Mileage is not reimbursable, and the Contractor shall not bill for mileage. However, the Contractor may charge one flat fee as indicated on the Bid Sheet, Section 0600, for pickup and delivery of City vehicles or equipment for repair on the Contractor's premises.

9. EMERGENCY SERVICES

9.1. This contract provides vital support to the City due to the critical nature of much of the City's business, such as Police, Fire, and EMS.

9.1.1. In the event of an emergency or major disaster, the Contractor and all subcontractors shall provide Emergency Services when requested by the department Officer or designee.

9.1.1.1. The Contractor may assess a flat dollar amount per vehicle or equipment repair for Emergency Services as specified on the Bid Sheet, Section 0600.

9.2. The Contractor shall provide, to the Fleet Contract Manager, within five (5) working days after Contract award, the name, phone number and email address of a primary emergency point of contact that is available 24/7. The Contractor shall confirm or update the point of contact information in writing annually on the anniversary date of Contract award.

10. CITY REQUIREMENTS

The City will:

10.1 Provide the Contractor with name(s) of personnel authorized to order parts or repair services.

10.2 Contact the Contractor by e-mail, fax, or telephone to place an order for parts or requesting repair services.

10.2.1 For parts, the order will include the part number, part description, quantity, delivery requirements and a unique delivery order number.

10.3 Identify a Code Red delivery request and the number of days to deliver the parts to the requesting Service Center at the time of order in writing.

10.4 Test and/or inspect all repairs during the term of the Contract. The City reserves the right to conduct any tests or inspections deemed necessary to ensure repairs and parts conform to the vehicle/equipment manufacturer's specifications. Inspections completed by the City will not relieve the Contractor of its obligation to ensure all repairs, articles, materials, and parts are consistent with the vehicle or equipment manufacturer's specifications, and are fit for their intended use.

**CITY OF AUSTIN
FLEET SERVICES
DELIVERY LOCATIONS AND POINTS OF CONTACT**

Service Center #1 Jim Teague, Manager 6301-A Harold Court Austin, Texas 78721 servicecenter1@austintexas.gov Main Tel. No. (512) 974-1703 / 974-1757 Fax: (512) 974-2233	Parts Room - Service Center #1 Amy Arredondo, Stores Coordinator (512) 974-1752 Osiris Valdez (512) 974-9020 Jose Herrera (512) 974-1772 Email: firstname.lastname@austintexas.gov
Service Center #5 Steve Yost, Manager 714 East 8 th Street Austin, TX 78701 servicecenter5@austintexas.gov Main Tel. No.: (512) 974-1804 / Fax No.: (512) 322-9909	Parts Room - Service Center #5 Edward Kinch, Stores Coordinator (512) 974-1889 Gilbert Rodriguez (512) 974-1841 Roger Molina (512) 974-1813 Email: firstname.lastname@austintexas.gov
Service Center #6 Ricardo (Ric) Calvino, Manager 1182 Hargrave Austin, TX 78702 servicecenter6@austintexas.gov Main Tel. No.: (512) 974-1742 / Fax No.: (512) 974-9156	Parts Room - Service Center #6 Gloria Vasquez, Stores Coordinator (512) 974-1857 Daniel Ramirez (512) 974-1743 Email: firstname.lastname@austintexas.gov
Service Center #8 Richard Pitman, Manager 4411-D Meinardus Austin, TX 78745 servicecenter8@austintexas.gov Main Tel. No.: (512) 974-3075 / Fax No.: (512) 416-1635	Parts Room - Service Center #8 Brenita Selement, Stores Coordinator (512) 974-3029 Leslie Berger (512) 974-2756 Raymond Solis (512) 974-2687 Email: firstname.lastname@austintexas.gov
Service Center #11 Larry Simpson, Manager 6301-J Harold Court Austin, TX 78721 servicecenter11@austintexas.gov Main Tel. No.: (512) 974-2479 / Fax No.: (512) 974-9055	Parts Room - Service Center #11 Mike Maharidge, Stores Coordinator (512) 974-9022 Harold Terry (512) 974-1763 Email: firstname.lastname@austintexas.gov
Service Center #12 Larry Simpson, Manager 4108 Todd Lane Austin, TX 78744 servicecenter11@austintexas.gov Main Tel. No.: (512) 974-4327 / Fax No.: 512) 974-4328	Parts Room - Service Center #12 Mike Maharidge, Stores Coordinator (512) 974-9022 Rey Degollado (512) 974-4319 Email: firstname.lastname@austintexas.gov
Service Center #13 James Forman, Manager 2412 Kramer Lane, Bldg. A Austin, TX 78758 servicecenter13@austintexas.gov Main Tel. No.: (512) 978-2340 / Fax No.: (512) 978-2350	Parts Room - Service Center #13 Glenn Iosbaker, Stores Coordinator (512) 978-2341 Email: glenn.iosbaker@austintexas.gov

**CITY OF AUSTIN
FLEET SERVICES
DELIVERY LOCATIONS AND POINTS OF CONTACT**

Fleet Tire Shop Daniel Dominguez, Stores Coordinator (512) 974-1788 6301-K Harold Court Austin, TX 78721 Email: daniel.dominguez@austintexas.gov	Hornsby Bend Ed Simpson, Technician III 2210 S. FM 973 Austin, TX 78725 servicecenter1@austintexas.gov Main Tel. No.: (512) 974-2052 / Fax No.: (512) 974-2233
Materials Control 6301-K Harold Court Austin, Texas 78721 John Christofferson, Division Manager (512) 974-1750 Email: john.christofferson@austintexas.gov Lonnie Jones, Materials Control Supervisor Parts Rooms 1, 11, 12, Tire Service (512) 974-1744 Email: lonnie.jones@austintexas.gov Henry Guerra, Materials Control Supervisor Parts Rooms 5, 6, 8, 13 (512) 974-1547 Email: henry.guerra@austintexas.gov	Fleet Administration - Contracts & Contract Compliance 1190 Hargrave Street Austin, TX 78702 Hazel Black, Contract Compliance Supervisor (512) 974-1751 Fax: (512) 974-1769 hazel.black@austintexas.gov Perry Been, Contract Compliance Specialist Sr. (512) 974-2629 Fax: (512) 974-1769 Perry.been@austintexas.gov Steve Orwick, Contract Compliance Specialist. (512) 974- 1768 Fax: (512) 974-1769 Steve.orwick@austintexas.gov Molly Freeman, Contract Compliance Specialist (512) 974-1749 Fax: (512) 974-1769 molly.freeman@austintexas.gov
Vehicle Support and Accidents Homer Bradshaw, Fleet Division Manager 6400 Bolm Road Austin, TX 78721 fleetaccidentgroup@austintexas.gov Main Tel. No.: (512) 978-2655 / Fax No.: (512) 978-2630	Fuel Operations and Acquisitions Bruce Kilmer, Fleet Division Manager 1190 Hargrave Street Austin, TX 78702 bruce.kilmer@austintexas.gov fleetfueloperations@austintexas.gov Main Tel. No.: (512) 974-1531 / Fax No.: (512) 974-1538
Auction and Make Ready Eddie Goebel, Fleet Program Manager 6400 Bolm Road Austin, TX 78721 auction.fleet@austintexas.gov fleetmakereadydepartment@austintexas.gov Main Tel. No.: (512) 978-2639 / Fax No.: (512) 978-2630	Fleet Administration – Safety Jo-Ann Cowan, Occupational Health & Safety Spec Sr. 1190 Hargrave Street Austin, TX 78702 jo-ann.cowan@austintexas.gov Main Tel. No.: (512) 974-1534 / Fax No.: (512) 974-1549

BID SHEET
CITY OF AUSTIN ("CITY") - FLEET SERVICES
PARTS AND REPAIR SERVICES FOR FORD VEHICLES

Solicitation No.: ELL0058

Special Instructions: Offerors must use this Bid Sheet to submit pricing. Be advised that altering the bid sheet or taking exceptions to any portion of the solicitation may jeopardize acceptance of your Offer.

The quantities noted below are estimates and not a guarantee of actual volume. The City does not guarantee the purchase of the quantities listed, actual purchases may be more or less. Quantities are provided as a guide based on historical or anticipated usage. Order quantities will be as-needed and specified by the City for each order.

A bid of "0" (zero) will be interpreted by the City as a no-charge (free) item and the City will not expect to pay for that item. A bid of "no bid" or no response (space left blank) will be interpreted by the City that the Offeror does not wish to bid on that item. Be advised, a "no bid" or no response may be considered as non-responsive and may result in disqualification of the bid.

Prices offered on the bid sheet shall be all inclusive of fees not expressly allowed in the scope of work. The Offeror shall not charge separately for administrative, overhead, per diem, and shipping or transportation costs (travel time, fuel surcharges, mileage, stop-fee, etc.) to deliver services or items to the Austin, Texas area. The Offeror shall provide all tools, labor, travel, and equipment necessary to perform the services required under this contract.

The City reserves the right to award a single contract based on overall low cost or multiple awards based on individual or categories/groups of specific line items, cost, or any criteria or combination deemed most advantageous to the City.

CATEGORY 1 -- HOURLY LABOR RATE

Bidder must guarantee to hold prices firm for each twelve (12) month period and any revision to the Labor Rate may only be adjusted using the Economic Price Adjustment - Specified Parts and/or Services provision in Section 0400.

LINE ITEM	DESCRIPTION	ESTIMATED ANNUAL QUANTITY	UNIT	UNIT PRICE	EXTENDED PRICE
1.1	LABOR RATE PER HOUR FOR REPAIR SERVICES - SEDANS (Normal business hours as specified in Section 0500)	1150	HOUR	\$80.00	\$92,000.00
1.2	LABOR RATE PER HOUR FOR REPAIR SERVICES - LIGHT DUTY (Normal business hours as specified in Section 0500)	1150	HOUR	\$80.00	\$92,000.00
1.3	LABOR RATE PER HOUR FOR REPAIR SERVICES - MED/HEAVY DUTY (Normal business hours as specified in Section 0500)	2750	HOUR	\$80.00	\$220,000.00
TOTAL EXTENDED PRICE - CATEGORY 1 =					\$404,000.00

CATEGORY 2 -- SPECIFIED ITEMS LIGHT-DUTY VEHICLES (MOST FREQUENTLY ORDERED ITEMS)

Bidder must be able to provide repair parts for Ford Light Duty vehicles and guarantee to hold prices firm for each twelve (12) month period per the Economic Price Adjustment - Specified Parts and/or Services provision in Section 0400 for the Specified Items listed below. These prices shall be based on the same Price List(s) and percentage discount(s) or markup(s) as identified below in Section 6 for the Non-Specified Items.

Revisions to Specified Items may only be adjusted using the Economic Price Adjustment - Specified Parts and/or Services provision in Section 0400.

The quantities listed herein are estimates for the period of the Contract. The City reserves the right to purchase more or less of these quantities as may be required during the Contract Term. Quantities will be as needed and specified by the City for each order.

LINE ITEM	CITY PART NUMBER	DESCRIPTION	INDICATE PRICE LIST OFFERED	MANUFACTURER'S PART NUMBER	ESTIMATED ANNUAL QUANTITY	UNIT	UNIT PRICE	EXTENDED PRICE
2.1	3C3Z6A642CA	KIT ENGINE OIL COOLER	FMC PRICE TAPE 11/01/17		15	EA	\$277.10	\$4,156.50
2.2	4C3Z12B599ERM	MODULE FUEL INJECTOR CONTROL	FMC PRICE TAPE 11/01/17		10	EA	483.00 EX	4830.00 EX
2.3	4C3Z6608B	ENGINE OIL PUMP KIT	FMC PRICE TAPE 11/01/17		4	EA	\$531.02	\$2,124.08
2.4	4C3Z8501AC	PUMP COOLING WATER	FMC PRICE TAPE 11/01/17		15	EA	\$155.01	\$2,325.15
2.5	4C3Z8A616AA	CLUTCH FAN ASSEMBLY	FMC PRICE TAPE 11/01/17		8	EA	\$277.01	\$2,216.08
2.6	4C3Z-9E527-BRM	REMAN NOZZLE ASSEMBLY	FMC PRICE TAPE 11/01/17		50	EA	173.25 EX	8662.50 EX
2.7	4C3Z9P456A	COOLER ASSY-ENGINE CHARGE	FMC PRICE TAPE 11/01/17	4C3Z9P456AJ	45	EA	324.88 EX	14619.60 EX
2.8	5C3Z1125CA	ROTOR BRAKE DISC FRONT	FMC PRICE TAPE 11/01/17		52	EA	\$119.30	\$6,203.60
2.9	5C3Z1S175GA	SEAL WHEEL FRT	FMC PRICE TAPE 11/01/17		52	EA	\$41.42	\$2,153.84
2.10	5C3Z2C026CA	BRAKE ROTOR REAR	FMC PRICE TAPE 11/01/17		12	EA	\$98.55	\$1,182.60

BID SHEET
CITY OF AUSTIN ("CITY") - FLEET SERVICES
PARTS AND REPAIR SERVICES FOR FORD VEHICLES

Solicitation No.: ELL0058

2.11	5C3Z6K682CCRM	TURBO ENGINE ASSY	FMC PRICE TAPE 11/01/17		10	EA	919.50 EX	9195.00 EX
2.12	5C3Z9A543ARM	PUMP HIGH PRESSURE OIL	FMC PRICE TAPE 11/01/17		15	EA	591.31 EX	8869.65 EX
2.13	5C3Z9F452ARM	VALVE EMISSION EGR	FMC PRICE TAPE 11/01/17		12	EA	156.90 EX	8869.65 EX
2.14	5C7Z2005B	BOOSTER BRAKE HYDRO	FMC PRICE TAPE 11/01/17		60	EA	\$309.89	\$18,593.40
2.15	5C7Z2C286A	MODULE BRAKE ABS	FMC PRICE TAPE 11/01/17		7	EA	\$785.06	\$5,495.42
2.16	6C3Z10346DBRM	ALTERNATOR CHARGING 140 AMP	FMC PRICE TAPE 11/01/17		12	EA	157.32 EX	\$1,887.84
2.17	6C3Z6007BARM	REMAN ENGINE ASSEMBLY	FMC PRICE TAPE 11/01/17		1	EA	11893.08 EX	11893.08 EX
2.18	7C3Z10346EA	ALTERNATOR CHARGING UPPER	FMC PRICE TAPE 11/01/17		7	EA	284.12 EX	1988.84 EX
2.19	7C3Z6008BARM	ENGINE MAIN ASSEMBLY	FMC PRICE TAPE 11/01/17		10	EA	4091.42 EX	40914.20 EX
2.20	7C3Z-8A616-F	FAN CLUTCH ASSEMBLY	FMC PRICE TAPE 11/01/17		70	EA	\$272.17	\$19,051.90
2.21	7L2Z2C215A	ABS HYD CONTROL ASSY	FMC PRICE TAPE 11/01/17		8	EA	\$796.82	\$6,374.56
2.22	8C3Z-9E527-DRM	REMAN FUEL INJECTION KIT	FMC PRICE TAPE 11/01/17		50	EA	199.64 EX	9982.00 EX
2.23	8C3Z1015K	RIM FRONT	FMC PRICE TAPE 11/01/17		5	EA	\$322.57	\$1,612.85
2.24	8C3Z3504B	STEERING GEAR BOX	FMC PRICE TAPE 11/01/17		10	EA	\$923.38	\$9,233.80
2.25	8C3Z4200FB	DIFFERENTIAL	FMC PRICE TAPE 11/01/17		4	EA	\$2,045.43	\$8,181.72
2.26	8C3Z-6007-AARM	REMAN ENGINE ASSY	FMC PRICE TAPE 11/01/17		3	EA	12950.00 EX	38850.00 EX
2.27	8C3Z6012ARM	ENGINE LONG BLOCK	FMC PRICE TAPE 11/01/17		10	EA	8785.30 EX	87853.00 EX
2.28	8C3Z6K682CRM	TURBO REPLACEMENT KIT	FMC PRICE TAPE 11/01/17		8	EA	1574.95 EX	12599.60 EX
2.29	8C3Z8501B	PUMP ASSY WATER	FMC PRICE TAPE 11/01/17		8	EA	\$148.37	\$1,186.96
2.30	8C3Z9A543DRM	PUMP HIGH PRESSURE FUEL	FMC PRICE TAPE 11/01/17		4	EA	850.16 EX	3400.64 EX
2.31	8C3Z-9G282-A	PUMP MAIN FUEL	FMC PRICE TAPE 11/01/17		18	EA	\$313.22	\$5,637.96
2.32	8C3Z9P456C	COOLER EGR	FMC PRICE TAPE 11/01/17		5	EA	325.71 EX	1628.55 EX
2.33	8G1Z4R602B	DRIVE SHAFT ASSY 13 EXPL	FMC PRICE TAPE 11/01/17		7	EA	\$521.93	\$3,653.51
2.34	8W1Z8C607C	COOLING FAN	FMC PRICE TAPE 11/01/17		8	EA	\$198.76	\$1,590.08
2.35	9C3Z1007D	WHEEL RIM ALUMINUM	FMC PRICE TAPE 11/01/17		5	EA	823.67 EX	4118.35 EX
2.36	9C3Z19B555A	EVAPORATOR HVAC CORE	FMC PRICE TAPE 11/01/17		6	EA	\$646.97	\$3,881.82
2.37	9C3Z2001A	BRAKE PAD FRONT AND REAR	FMC PRICE TAPE 11/01/17		66	EA	\$53.34	\$3,520.44
2.38	9C3Z5H221A	FILTER EXHAUST DPF	FMC PRICE TAPE 11/01/17		5	EA	1416.45 EX	7082.25 EX
2.39	9C3Z5H267A	CATALYTIC CONVERTER EXHAUST	FMC PRICE TAPE 11/01/17		5	EA	\$761.25	\$3,806.25
2.40	9L3Z19703E	HVAC COMPRESSOR ASSEMBLY	FMC PRICE TAPE 11/01/17		8	EA	\$302.59	\$2,420.72

BID SHEET
CITY OF AUSTIN ("CITY") - FLEET SERVICES
PARTS AND REPAIR SERVICES FOR FORD VEHICLES

Solicitation No.: ELL0058

2.41	9L3Z2C219G	MODULE ABS BRAKE CONTROL	FMC PRICE TAPE 11/01/17		6	EA	\$578.71	\$3,472.26
2.42	9W7Z10849C	ASSEMBLY INSTRUMENT CLUSTER	FMC PRICE TAPE 11/01/17		8	EA	\$355.87	\$2,846.96
2.43	9W7Z15K602C	DRIVER SIDE DOOR MODULE	FMC PRICE TAPE 11/01/17		10	EA	\$381.34	\$3,813.40
2.44	9W7Z2C219A	MODULE BRAKE ABS	FMC PRICE TAPE 11/01/17		8	EA	503.03 EX	4024.24 EX
2.45	9W7Z9424A	MANIFOLD AIR INTAKE	FMC PRICE TAPE 11/01/17		7	EA	\$243.84	\$1,706.88
2.46	9W7Z9E926A	ACTUATOR FUEL THROTTLE BODY	FMC PRICE TAPE 11/01/17		8	EA	\$254.93	\$2,039.44
2.47	AA5Z5E212D	CAT CONVERTER RIGHT TAURUS	FMC PRICE TAPE 11/01/17		25	EA	\$641.08	\$16,027.00
2.48	AW7Z12A650FARM	ENGINE CONTROL MODULE	FMC PRICE TAPE 11/01/17		12	EA	394.23 EX	4370.36 EX
2.49	AW7Z7000CRM	TRANSMISSION	FMC PRICE TAPE 11/01/17		15	EA	2180.54 EX	32708.10 EX
2.50	BC3Z19703A	COMPRESSOR HVAC W/CLUTCH	FMC PRICE TAPE 11/01/17		6	EA	\$305.63	\$1,833.78
2.51	BC3Z19849A	VALVE HVAC EXPANSION	FMC PRICE TAPE 11/01/17		9	EA	\$31.94	\$287.46
2.52	BC3Z2561203AA	BUCKLE CAB SEAT LH	FMC PRICE TAPE 11/01/17		12	EA	\$50.85	\$610.20
2.53	BC3Z28611B09BC	SEAT BELT DRIVER SIDE ASSEMBLY	FMC PRICE TAPE 11/01/17		8	EA	\$265.94	\$2,127.52
2.54	BC3Z5J225M	HEATER DEF ASSY	FMC PRICE TAPE 11/01/17		15	EA	\$212.05	\$3,180.75
2.55	BC3Z5L227K	PUMP ENGINE DEF	FMC PRICE TAPE 11/01/17		46	EA	\$256.45	\$11,796.70
2.56	BC3Z6F073A	HOSE INTAKE BOOST	FMC PRICE TAPE 11/01/17		23	EA	\$84.20	\$1,936.60
2.57	BC3Z6K682B	TURBOCHARGER ASSEMBLY	FMC PRICE TAPE 11/01/17		15	EA	1151.33 EX	17269.95 EX
2.58	BC3Z7A100B	CONTROL ASSEMBLY - TRANSMISSION	FMC PRICE TAPE 11/01/17		25	EA	420.38 EX	10509.50 EX
2.59	BC3Z8005E	RADIATOR ASSEMBLY	FMC PRICE TAPE 11/01/17	BC3Z8005K	4	EA	\$414.57	\$1,658.28
2.60	BC3Z9G282E	FUEL PUMP ENGINE ASSEMBLY	FMC PRICE TAPE 11/01/17		6	EA	\$260.24	\$1,561.44
2.61	BW1Z9H307A	PUMP & SENDER ASSEMBLY	FMC PRICE TAPE 11/01/17		40	EA	\$297.24	\$11,889.60
2.62	BW7Z6006BRM	SERVICE ENGINE ASSEMBLY	FMC PRICE TAPE 11/01/17		12	EA	3069.36 EX	36832.32 EX
2.63	CL3Z12A650CAANP	ENGINE CONTROL MODULE	FMC PRICE TAPE 11/01/17		20	EA	498.52 EX	9970.40 EX
2.64	CX2081	CANISTER FUEL VAPOR	FMC PRICE TAPE 11/01/17	6W1Z9D653AA	20	EA	\$242.83	\$4,856.60
2.65	DA8Z5G232C	EXHAUST MANIFOLD	FMC PRICE TAPE 11/01/17		22	EA	\$185.87	\$4,089.14
2.66	DA8Z5G232D	CONVERTER ASSEMBLY	FMC PRICE TAPE 11/01/17		20	EA	\$185.57	\$3,711.40
2.67	DC3Z1102B	WHEEL HUB ASSEMBLY	FMC PRICE TAPE 11/01/17		16	EA	\$154.40	\$2,470.40
2.68	DC3Z1104C	BRAKE REPAIR KIT	FMC PRICE TAPE 11/01/17		20	EA	\$325.47	\$6,509.40
2.69	DC3Z2C026A	ROTOR BRAKE ASSEMBLY	FMC PRICE TAPE 11/01/17	HC3Z-2C026-A	10	EA	\$95.85	\$958.50
2.70	DC3Z6007BRM	ASSEMBLY COMPLETE ENGINE 6.7L	FMC PRICE TAPE 11/01/17		10	EA	11530.97 EX	115309.70 EX

BID SHEET
CITY OF AUSTIN ("CITY") - FLEET SERVICES
PARTS AND REPAIR SERVICES FOR FORD VEHICLES

Solicitation No.: ELL0058

2.71	DG1Z1015A	WHEEL ASSEMBLY	FMC PRICE TAPE 11/01/17	DG1Z-1015-ACP	8	EA	\$117.53	\$940.24
2.72	DG1Z5230F	MUFFLER ASSEMBLY	FMC PRICE TAPE 11/01/17		20	EA	\$526.26	\$10,525.20
2.73	F2TZ8005KACP	RADIATOR ASSEMBLY	FMC PRICE TAPE 11/01/17	OBSOLETE PART	50	EA	NO BID	NOBID
2.74	F8TZ2B373HRM	VALVE BRAKE ANTILOCK	FMC PRICE TAPE 11/01/17		5	EA	577.51 EX	25887.55 EX
2.75	HC4Z10346A	ALTERNATOR CHARGING LOWER	FMC PRICE TAPE 11/01/17		5	EA	\$226.97	\$1,134.85
2.76	MCSOE124	ARM SUSPENSION CONTROL LWR LH	FMC PRICE TAPE 11/01/17	6W7Z-3079-B	10	EA	\$264.51	\$2,645.10
2.77	MCSOE94	ARM SUSPENSION CONTROL LWR RH	FMC PRICE TAPE 11/01/17	6W7Z-3078-A	14	EA	\$264.51	\$3,703.14
2.78	RR28	RELAY	FMC PRICE TAPE 11/01/17	6W1Z-8B658-AC	12	EA	\$264.51	\$3,174.12
2.79	STG304	RACK PINION ASSEMBLY	FMC PRICE TAPE 11/01/17	8W7Z-3504-ARM	10	EA	304.09 EX	3040.90 EX
2.80	YJ564	CONDENSER HVAC	FMC PRICE TAPE 11/01/17	BW7Z-19712-A	45	EA	\$256.49	\$11,542.05
2.81	YL3Z2C219B	MOTOR ABS PUMP	FMC PRICE TAPE 11/01/17		5	EA	568.19 EX	2840.95 EX
TOTAL EXTENDED PRICE - CATEGORY 2 =								\$777,660.37

CATEGORY 3 -- PICK UP AND DELIVERY

LINE ITEM	DESCRIPTION	ESTIMATED ANNUAL QUANTITY	UNIT	UNIT PRICE	EXTENDED PRICE
3.1	SEDANS - FLAT FEE FOR ROUND TRIP PICKUP AND DELIVERY OF CITY EQUIPMENT	25	EA	\$0.00	\$0.00
3.2	LIGHT DUTY VEHICLES - FLAT FEE FOR ROUND TRIP PICKUP AND DELIVERY OF CITY EQUIPMENT	25	EA	\$0.00	\$0.00
3.3	MED/HEAVY DUTY VEHICLES - FLAT FEE FOR ROUND TRIP PICKUP AND DELIVERY OF CITY EQUIPMENT	55	EA	\$0.00	\$0.00
TOTAL EXTENDED PRICE - CATEGORY 3 =					\$0.00

CATEGORY 4 -- DELIVERY CHARGE FOR CODE RED ITEMS ONLY

LINE ITEM	DESCRIPTION	ESTIMATED ANNUAL QUANTITY	UNIT	UNIT PRICE	EXTENDED PRICE
4.1	FLAT FEE FOR "CODE RED" DELIVERIES (To be made as specified in the Scope of Work after the order is sent.)	35	EA	\$0.00	\$0.00

CATEGORY 5 -- PRIORITY REPAIRS

LINE ITEM	DESCRIPTION	ESTIMATED ANNUAL QUANTITY	UNIT	UNIT PRICE	EXTENDED PRICE
5.1	FLAT FEE FOR EXPEDITED SERVICES	55	EA	\$0.00	\$0.00

TOTAL EXTENDED PRICE FOR CATEGORY 1 THROUGH 5 = **\$1,181,660.37**

BID SHEET
CITY OF AUSTIN ("CITY") - FLEET SERVICES
PARTS AND REPAIR SERVICES FOR FORD VEHICLES

Solicitation No.: ELL0058

CATEGORY 6 -- DISCOUNT OFF OR MARKUP TO MANUFACTURER PRICE LISTS FOR NON-SPECIFIED PRODUCTS

The City anticipates an annual spending need of \$140,000.00 for materials off catalog on the contract.

The City may wish an Offeror provide additional products as they relate to this contract. In order to be paid for those additional products, provide manufacturers name and catalog numbers for the additional products you can provide the City. Indicate the minimum percentage discount or maximum markup to costs you can provide the City for these products. The percentage discount(s) or markup(s) listed shall be fixed throughout the term of the Contract including any subsequent renewal periods.

This information will not be used in the evaluation of the bid but is for informational purposes only and there is no guarantee of purchase. Please include additional pages as necessary.

LINE ITEM	MANUFACTURER OF THE PARTS	NAME AND NUMBER OF PRICE LIST	LATEST EFFECTIVE DATE OF PRICE LIST	DISCOUNT FROM, OR MARKUP TO PRICE LIST
6.1	Ford Parts & Accessories Price List FPS-3642-CD or most recent	PARTS & ACCESSORIES PRICE LIST FPS-3642-CD-1117	11/1/2017	_____ % Discount, Or _____ 5.0 _____ % Markup
6.2	Motorcraft _____	PARTS & ACCESSORIES PRICE LIST FPS-3642-CD-1117	11/1/2017	_____ % Discount, Or _____ 0.0 _____ % Markup
6.3	_____	Name _____ Number _____	_____	_____ % Discount, Or _____ % Markup
ANNUAL ESTIMATED SPEND - CATEGORY 6				\$ 140,000.00

CATEGORY 7 -- CONFIRMATION OF REQUIREMENTS

7.1	How Many City vehicles can your Facility accommodate?	10
7.2	Is your Repair Facility an authorized Ford service and warranty facility?	X <input type="radio"/> YES <input type="radio"/> NO
7.3	How Many Ford certified technicians do you have?	28 NUMBER OF CERTIFIED TECHNICIANS
7.4	Do the service technicians have three years of hands-on experience in the last five years?	X <input type="radio"/> YES <input type="radio"/> NO
7.5	Is your Repair Facility able to provide expedited repairs?	X <input type="radio"/> YES <input type="radio"/> NO
7.6	Is bidder able to provide "Code Red" deliveries as specified in the Scope of Work?	X <input type="radio"/> YES <input type="radio"/> NO
7.7	State the distance your Repair Facility is to the Texas State Capitol.	11

DELIVERY TERMS: FOB Destination, Freight Pre-paid and Allowed

DELIVERY METHOD: COMMON CARRIER VENDOR STAFF X

COMPANY NAME: COVERT FORD LINCOLN

Section 0605: Local Business Presence Identification

A firm (Offeror or Subcontractor) is considered to have a Local Business Presence if the firm is headquartered in the Austin Corporate City Limits, or has a branch office located in the Austin Corporate City Limits in operation for the last five (5) years, currently employs residents of the City of Austin, Texas, and will use employees that reside in the City of Austin, Texas, to support this Contract. The City defines headquarters as the administrative center where most of the important functions and full responsibility for managing and coordinating the business activities of the firm are located. The City defines branch office as a smaller, remotely located office that is separate from a firm's headquarters that offers the services requested and required under this solicitation.

OFFEROR MUST SUBMIT THE FOLLOWING INFORMATION FOR EACH LOCAL BUSINESS (INCLUDING THE OFFEROR, IF APPLICABLE) TO BE CONSIDERED FOR LOCAL PRESENCE.

NOTE: ALL FIRMS MUST BE IDENTIFIED ON THE MBE/WBE COMPLIANCE PLAN OR NO GOALS UTILIZATION PLAN (REFERENCE SECTION 0900).

USE ADDITIONAL PAGES AS NECESSARY

OFFEROR:

Name of Local Firm	Covant Ford Lincoln	
Physical Address	11514 Research Blvd, Austin TX 78759	
Is your headquarters located in the Corporate City Limits? (circle one)	<input checked="" type="radio"/> Yes	No
or		
Has your branch office been located in the Corporate City Limits for the last 5 years?	<input checked="" type="radio"/> Yes	No
Will your business be providing additional economic development opportunities created by the contract award? (e.g., hiring, or employing residents of the City of Austin or increasing tax revenue?)	<input checked="" type="radio"/> Yes	No

SUBCONTRACTOR(S):

Name of Local Firm	N.A.	
Physical Address	N.A.	
Is your headquarters located in the Corporate City Limits? (circle one)	N.A. Yes	No
or		
Has your branch office been located in the Corporate City Limits for the last 5 years	N.A. Yes	No

Will your business be providing additional economic development opportunities created by the contract award? (e.g., hiring, or employing residents of the City of Austin or increasing tax revenue?)	N.A. Yes	No

SUBCONTRACTOR(S):

Name of Local Firm	N.A.	
Physical Address	N.A.	
Is your headquarters located in the Corporate City Limits? (circle one)	N.A. Yes	No
or		
Has your branch office been located in the Corporate City Limits for the last 5 years	N.A. Yes	No
Will your business be providing additional economic development opportunities created by the contract award? (e.g., hiring, or employing residents of the City of Austin or increasing tax revenue?)	Yes	No

City of Austin, Texas
Section 0805
NON-SUSPENSION OR DEBARMENT CERTIFICATION

The City of Austin is prohibited from contracting with or making prime or sub-awards to parties that are suspended or debarred or whose principals are suspended or debarred from Federal, State, or City of Austin Contracts. Covered transactions include procurement contracts for goods or services equal to or in excess of \$25,000.00 and all non-procurement transactions. This certification is required for all Vendors on all City of Austin Contracts to be awarded and all contract extensions with values equal to or in excess of \$25,000.00 or more and all non-procurement transactions.

The Offeror hereby certifies that its firm and its principals are not currently suspended or debarred from bidding on any Federal, State, or City of Austin Contracts.

**CITY OF AUSTIN, TEXAS
SECTION 0810
NON-COLLUSION,
NON-CONFLICT OF INTEREST, AND ANTI-LOBBYING CERTIFICATION**

The term “**Offeror**”, as used in this document, includes the individual or business entity submitting the Offer. For the purpose of this Affidavit, an Offeror includes the directors, officers, partners, managers, members, principals, owners, agents, representatives, employees, other parties in interest of the Offeror, and any person or any entity acting for or on behalf of the Offeror, including a subcontractor in connection with this Offer.

1. **Anti-Collusion Statement.** The Offeror has not in any way directly or indirectly:

- a. colluded, conspired, or agreed with any other person, firm, corporation, Offeror or potential Offeror to the amount of this Offer or the terms or conditions of this Offer.
- b. paid or agreed to pay any other person, firm, corporation Offeror or potential Offeror any money or anything of value in return for assistance in procuring or attempting to procure a contract or in return for establishing the prices in the attached Offer or the Offer of any other Offeror.

2. **Preparation of Solicitation and Contract Documents.** The Offeror has not received any compensation or a promise of compensation for participating in the preparation or development of the underlying Solicitation or Contract documents. In addition, the Offeror has not otherwise participated in the preparation or development of the underlying Solicitation or Contract documents, except to the extent of any comments or questions and responses in the solicitation process, which are available to all Offerors, so as to have an unfair advantage over other Offerors, provided that the Offeror may have provided relevant product or process information to a consultant in the normal course of its business.

3. **Participation in Decision Making Process.** The Offeror has not participated in the evaluation of Offers or other decision making process for this Solicitation, and, if Offeror is awarded a Contract no individual, agent, representative, consultant, subcontractor, or sub-consultant associated with Offeror, who may have been involved in the evaluation or other decision making process for this Solicitation, will have any direct or indirect financial interest in the Contract, provided that the Offeror may have provided relevant product or process information to a consultant in the normal course of its business.

4. **Present Knowledge.** Offeror is not presently aware of any potential or actual conflicts of interest regarding this Solicitation, which either enabled Offeror to obtain an advantage over other Offerors or would prevent Offeror from advancing the best interests of the City in the course of the performance of the Contract.

5. **City Code.** As provided in Sections 2-7-61 through 2-7-65 of the City Code, no individual with a substantial interest in Offeror is a City official or employee or is related to any City official or employee within the first or second degree of consanguinity or affinity.

6. **Chapter 176 Conflict of Interest Disclosure.** In accordance with Chapter 176 of the Texas Local Government Code, the Offeror:

- a. does not have an employment or other business relationship with any local government officer of the City or a family member of that officer that results in the officer or family member receiving taxable income;

- b. has not given a local government officer of the City one or more gifts, other than gifts of food, lodging, transportation, or entertainment accepted as a guest, that have an aggregate value of more than \$100 in the twelve month period preceding the date the officer becomes aware of the execution of the Contract or that City is considering doing business with the Offeror. and
 - c. does not have a family relationship with a local government officer of the City in the third degree of consanguinity or the second degree of affinity.
7. As required by Chapter 176 of the Texas Local Government Code, Offeror must file a Conflict of Interest Questionnaire with the Office of the City Clerk no later than 5:00 P.M. on the seventh (7th) business day after the commencement of contract discussions or negotiations with the City or the submission of an Offer, or other writing related to a potential Contract with the City. The questionnaire is available on line at the following website for the City Clerk:

<http://www.austintexas.gov/departments/conflict-interest-questionnaire>

There are statutory penalties for failure to comply with Chapter 176.

If the Offeror cannot affirmatively swear and subscribe to the forgoing statements, the Offeror shall provide a detailed written explanation with any solicitation responses on separate pages to be annexed hereto.

8. **Anti-Lobbying Ordinance.** As set forth in the Solicitation Instructions, Section 0200, paragraph 7N, between the date that the Solicitation was issued and the date of full execution of the Contract, Offeror has not made and will not make a representation to a City official or to a City employee, other than the Authorized Contact Person for the Solicitation, except as permitted by the Ordinance.

Section 0700: Reference SheetResponding Company Name Covert Fono Lincoln

The City at its discretion may check references in order to determine the Offeror's experience and ability to provide the products and/or services described in this Solicitation. The Offeror shall furnish at least 3 complete and verifiable references. References shall consist of customers to whom the offeror has provided the same or similar services within the last 5 years. References shall indicate a record of positive past performance.

1. Company's Name Round Rock ISD
Name and Title of Contact ENGINE - School Bus - Rebuilt
Project Name _____
Present Address 11255 Great Oaks Dr #220
City, State, Zip Code Round Rock TX 78681
Telephone Number (512) 464-6950 Fax Number () _____
Email Address angie.march@roundrockisd.org
2. Company's Name Austin ISD
Name and Title of Contact BIO # R11-045
Project Name _____
Present Address 5101 East 51st Street
City, State, Zip Code Austin TX 78723
Telephone Number (512) 414-3230 Fax Number () _____
Email Address _____
3. Company's Name City of Austin
Name and Title of Contact Previous Bup
Project Name Contract GA 080000126
Present Address 124 W 8th Street Room 308
City, State, Zip Code Austin TX 78701
Telephone Number (512) 944-2500 Fax Number () _____
Email Address _____

City of Austin, Texas

Section 0800

NON-DISCRIMINATION AND NON-RETALIATION CERTIFICATION

City of Austin, Texas

Equal Employment/Fair Housing Office

To: City of Austin, Texas,

I hereby certify that our firm complies with the Code of the City of Austin, Section 5-4-2 as reiterated below, and agrees:

- (1) Not to engage in any discriminatory employment practice defined in this chapter.
- (2) To take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without discrimination being practiced against them as defined in this chapter, including affirmative action relative to employment, promotion, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rate of pay or other forms of compensation, and selection for training or any other terms, conditions or privileges of employment.
- (3) To post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Equal Employment/Fair Housing Office setting forth the provisions of this chapter.
- (4) To state in all solicitations or advertisements for employees placed by or on behalf of the Contractor, that all qualified applicants will receive consideration for employment without regard to race, creed, color, religion, national origin, sexual orientation, gender identity, disability, sex or age.
- (5) To obtain a written statement from any labor union or labor organization furnishing labor or service to Contractors in which said union or organization has agreed not to engage in any discriminatory employment practices as defined in this chapter and to take affirmative action to implement policies and provisions of this chapter.
- (6) To cooperate fully with City and the Equal Employment/Fair Housing Office in connection with any investigation or conciliation effort of the Equal Employment/Fair Housing Office to ensure that the purpose of the provisions against discriminatory employment practices are being carried out.
- (7) To require of all subcontractors having 15 or more employees who hold any subcontract providing for the expenditure of \$2,000 or more in connection with any contract with the City subject to the terms of this chapter that they do not engage in any discriminatory employment practice as defined in this chapter

For the purposes of this Offer and any resulting Contract, Contractor adopts the provisions of the City's Minimum Standard Non-Discrimination and Non-Retaliation Policy set forth below.

City of Austin

Minimum Standard Non-Discrimination and Non-Retaliation in Employment Policy

As an Equal Employment Opportunity (EEO) employer, the Contractor will conduct its personnel activities in accordance with established federal, state and local EEO laws and regulations.

The Contractor will not discriminate against any applicant or employee based on race, creed, color, national origin, sex, age, religion, veteran status, gender identity, disability, or sexual orientation. This policy covers all aspects of employment,

including hiring, placement, upgrading, transfer, demotion, recruitment, recruitment advertising, selection for training and apprenticeship, rates of pay or other forms of compensation, and layoff or termination.

The Contractor agrees to prohibit retaliation, discharge or otherwise discrimination against any employee or applicant for employment who has inquired about, discussed or disclosed their compensation.

Further, employees who experience discrimination, sexual harassment, or another form of harassment should immediately report it to their supervisor. If this is not a suitable avenue for addressing their complaint, employees are advised to contact another member of management or their human resources representative. No employee shall be discriminated against, harassed, intimidated, nor suffer any reprisal as a result of reporting a violation of this policy. Furthermore, any employee, supervisor, or manager who becomes aware of any such discrimination or harassment should immediately report it to executive management or the human resources office to ensure that such conduct does not continue.

Contractor agrees that to the extent of any inconsistency, omission, or conflict with its current non-discrimination and non-retaliation employment policy, the Contractor has expressly adopted the provisions of the City's Minimum Non-Discrimination Policy contained in Section 5-4-2 of the City Code and set forth above, as the Contractor's Non-Discrimination Policy or as an amendment to such Policy and such provisions are intended to not only supplement the Contractor's policy, but will also supersede the Contractor's policy to the extent of any conflict.

UPON CONTRACT AWARD, THE CONTRACTOR SHALL PROVIDE THE CITY A COPY OF THE CONTRACTOR'S NON-DISCRIMINATION AND NON-RETALIATION POLICIES ON COMPANY LETTERHEAD, WHICH CONFORMS IN FORM, SCOPE, AND CONTENT TO THE CITY'S MINIMUM NON-DISCRIMINATION AND NON-RETALIATION POLICIES, AS SET FORTH HEREIN, **OR** THIS NON-DISCRIMINATION AND NON-RETALIATION POLICY, WHICH HAS BEEN ADOPTED BY THE CONTRACTOR FOR ALL PURPOSES WILL BE CONSIDERED THE CONTRACTOR'S NON-DISCRIMINATION AND NON-RETALIATION POLICY WITHOUT THE REQUIREMENT OF A SEPARATE SUBMITTAL.

Sanctions:

Our firm understands that non-compliance with Chapter 5-4 and the City's Non-Retaliation Policy may result in sanctions, including termination of the contract and suspension or debarment from participation in future City contracts until deemed compliant with the requirements of Chapter 5-4 and the Non-Retaliation Policy.

Term:

The Contractor agrees that this Section 0800 Non-Discrimination and Non-Retaliation Certificate of the Contractor's separate conforming policy, which the Contractor has executed and filed with the City, will remain in force and effect for one year from the date of filing. The Contractor further agrees that, in consideration of the receipt of continued Contract payment, the Contractor's Non-Discrimination and Non-Retaliation Policy will automatically renew from year-to-year for the term of the underlying Contract.

Dated this 20th day of November, 2017

CONTRACTOR

Authorized Signature

Title

Covent Food Lovers
Kathy Durr
PAINT MGR

Section 0815: Living Wages Contractor Certification

Pursuant to the Living Wages provision (reference Section 0400, Supplemental Purchase Provisions) the Contractor is required to pay to all employees of the Prime Contractor and all tiers of subcontractors directly assigned to this City contract a minimum Living Wage equal to or greater than \$14.00 per hour.

- (1) The below listed individuals are all known employees of the Prime Contractor and its subcontractors who are directly assigned to this contract, and all are compensated at wage rates equal to or greater than \$14.00 per hour:

Employee Name	Employer	Prime or Sub	Your Normal Rate	Employee Job Title
Jack Waters	Covert Ford	Prime	18.00 per hour	Asst Mgr Wholesale Sales
Billy Blackman	Covert Ford	Prime	18.00 per hour	Wholesale Sales
Dylan Backstrom	Covert Ford	Prime	18.00 per hour	Wholesale Sales
Jonathan Hernandez	Covert Ford	Prime	18.00 per hour	Wholesale Sales

- (2) All future employees of both the Prime Contractor and all tiers of subcontractors directly assigned to this Contract will be paid a minimum Living Wage equal to or greater than \$14.00 per hour.
- (3) Our firm will not retaliate against any employee of either the Prime Contractor or any tier of subcontractors claiming non-compliance with the Living Wage provision.

A Prime Contractor or subcontractor that violates this Living Wage provision shall pay each of its affected employees the amount of the deficiency for each day the violation continues. Willful or repeated violations of the provision by either the Prime Contractor or any tier of subcontractor, or fraudulent statements made on this certification, may result in termination of this Contract for Cause, subject the violating firm to possible suspension or debarment, or result in legal action.

I hereby certify that all the listed employees of both the Prime Contractor and all tiers of subcontractors who are directly assigned to this contract are paid a minimum Living Wage equal to or greater than \$14.00 per hour.

Contractor's Name: Covert Ford Lincoln

Signature of Officer or
Authorized
Representative:

Keith Iselt

Date: 11-21-17

Printed Name:

Keith Iselt

Title

PARTS MANAGER

**CITY OF AUSTIN, TEXAS
LIVING WAGES EMPLOYEE CERTIFICATION**

Contract Number: - <i>MA-7800NA180000096</i>	Description of Services: <i>MAINT & Light Repairs</i>
Contractor Name: <i>Cover & Ford/LIN</i>	

Pursuant to the Living Wages provision of the contract (reference Section 0400, Supplemental Purchase Provisions), the Prime Contractor is required to pay to all employees directly assigned to this City contract a minimum Living Wage equal to or greater than \$14.00 per hour, and is further responsible for assuring that employees of all tiers of subcontractors are likewise paid a minimum Living Wage equal to or greater than \$14.00. In addition, employees of both the Prime Contractor and all tiers of subcontractors directly assigned to the referenced contract are required to certify that they are compensated in accordance with the Living Wage provision. Contractors are prohibited from retaliating against any employee claiming non-compliance with the Living Wage provision.

I hereby certify that I am directly assigned to this contract and that I am compensated at wage rates equal to or greater than \$14.00 per hour.

Employee's Title: <i>Service Manager</i>	
Signature of Employee <i>Gene B Webb</i>	Date <i>4-3-2018</i>
Type or Print Name <i>Gene B. Webb</i>	

Keith Iselt
(Witness Signature)

Keith Iselt
(Printed Name)

To report a non-compliance issue with the City of Austin's Living Wage Program on this contract, please send an email to PurchasingContractsHelp@austintexas.gov

Section 0835: Non-Resident Bidder Provisions

Company Name Covent Ford Lincoln

- A. Bidder must answer the following questions in accordance with Vernon's Texas Statutes and Codes Annotated Government Code 2252.002, as amended:

Is the Bidder that is making and submitting this Bid a "Resident Bidder" or a "non-resident Bidder"?

Answer: Resident Bidder

- (1) Texas Resident Bidder- A Bidder whose principle place of business is in Texas and includes a Contractor whose ultimate parent company or majority owner has its principal place of business in Texas.
(2) Nonresident Bidder- A Bidder who is not a Texas Resident Bidder.

- B. If the Bidder is a "Nonresident Bidder" does the state, in which the Nonresident Bidder's principal place of business is located, have a law requiring a Nonresident Bidder of that state to bid a certain amount or percentage under the Bid of a Resident Bidder of that state in order for the nonresident Bidder of that state to be awarded a Contract on such bid in said state?

Answer: N.A. Which State: N.A.

- C. If the answer to Question B is "yes", then what amount or percentage must a Texas Resident Bidder bid under the bid price of a Resident Bidder of that state in order to be awarded a Contract on such bid in said state?

Answer: N.A.

Section 0900: SUBCONTRACTING/SUB-CONSULTING UTILIZATION FORM

**MINORITY- AND WOMEN-OWNED BUSINESS ENTERPRISE (MBE/WBE)
PROCUREMENT PROGRAM**

Subcontracting/Sub-Consulting ("Subcontractor") Utilization Form

SOLICITATION NUMBER: ELL0058

SOLICITATION TITLE: PARTS AND REPAIR SERVICES FOR FORD VEHICLES

In accordance with the City of Austin's Minority and Women-Owned Business Enterprises (M/WBE) Procurement Program (Program), Chapters 2-9A/B/C/D of the City Code and M/WBE Program Rules, this Solicitation was reviewed by the Small and Minority Business Resources Department (SMBR) to determine if M/WBE Subcontractor/Sub-Consultant ("Subcontractor") Goals could be applied. Due to insufficient subcontracting/subconsultant opportunities and/or insufficient availability of M/WBE certified firms, SMBR has assigned no subcontracting goals for this Solicitation. However, Offerors who choose to use Subcontractors must comply with the City's M/WBE Procurement Program as described below. Additionally, if the Contractor seeks to add Subcontractors after the Contract is awarded, the Program requirements shall apply to any Contract(s) resulting from this Solicitation.

Instructions:

- a.) Offerors who do not intend to use Subcontractors shall check the "NO" box and follow the corresponding instructions.
b.) Offerors who intend to use Subcontractors shall check the applicable "YES" box and follow the instructions. **Offers that do not include the following required documents shall be deemed non-compliant or nonresponsive as applicable, and the Offeror's submission may not be considered for award.**

☒ **NO, I DO NOT intend to use Subcontractors/Sub-consultants.**

Instructions: Offerors that do not intend to use Subcontractors shall complete and sign this form below (Subcontracting/Sub-Consulting ("Subcontractor") Utilization Form) and include it with their sealed Offer.

☐ **YES, I DO intend to use Subcontractors/Sub-consultants.**

Instructions: Offerors that do intend to use Subcontractors shall complete and sign this form below (Subcontracting/Sub-Consulting ("Subcontractor") Utilization Form), and follow the additional Instructions in the (Subcontracting/Sub-Consulting ("Subcontractor") Utilization Plan). Contact SMBR if there are any questions about submitting these forms.

Offeror Information			
Company Name	Covent Ford Lincoln		
City Vendor ID Code	COV7009090		
Physical Address	11514 Research Blvd.		
City, State Zip	Austin TX 78759		
Phone Number	512-345-8999	Email Address	
Is the Offeror City of Austin M/WBE certified?	<input checked="" type="checkbox"/> NO <input type="checkbox"/> YES Indicate one: <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> MBE/WBE Joint Venture		
<p>Offeror Certification: I understand that even though SMBR did not assign subcontract goals to this Solicitation, I will comply with the City's M/WBE Procurement Program if I intend to include Subcontractors in my Offer. I further agree that this completed Subcontracting/Sub-Consulting Utilization Form, and if applicable my completed Subcontracting/Sub-Consulting Utilization Plan, shall become a part of any Contract I may be awarded as the result of this Solicitation. Further, if I am awarded a Contract and I am not using Subcontractor(s) but later intend to add Subcontractor(s), before the Subcontractor(s) is hired or begins work, I will comply with the City's M/WBE Procurement Program and submit the Request For Change form to add any Subcontractor(s) to the Project Manager or the Contract Manager for prior authorization by the City and perform Good Faith Efforts (GFE), if applicable. I understand that, if a Subcontractor is not listed in my Subcontracting/Sub-Consulting Utilization Plan, it is a violation of the City's M/WBE Procurement Program for me to hire the Subcontractor or allow the Subcontractor to begin work, unless I first obtain City approval of my Request for Change form. I understand that, if a Subcontractor is not listed in my Subcontracting/Sub-Consulting Utilization Plan, it is a violation of the City's M/WBE Procurement Program for me to hire the Subcontractor or allow the Subcontractor to begin work, unless I first obtain City approval of my Request for Change form.</p>			
Name and Title of Authorized Representative (Print or Type) Keith Iselt Parts MGR		Signature/Date Keith Iselt 11-21-17	

**CONTRACT BETWEEN THE CITY OF AUSTIN ("City")
AND
LEIF JOHNSON FORD ("Contractor")
for
PARTS AND REPAIR SERVICES FOR FORD VEHICLES
MA 7800 NA180000096**

The City accepts the Contractor's Offer (as referenced in Section 1.1.3 below) for the above requirement and enters into the following Contract.

This Contract is between Leif Johnson Ford having offices at 501 E Koenig, Austin TX 78751 and the City, a home-rule municipality incorporated by the State of Texas, and is effective as of the date executed by the City ("Effective Date").

Capitalized terms used but not defined herein have the meanings given them in Solicitation Number IFB 7800 ELL0058.

1.1 This Contract is composed of the following documents:

- 1.1.1 This Contract
- 1.1.2 The City's Solicitation, Invitation for Bid, IFB 7800 ELL0058 including all documents incorporated by reference
- 1.1.3 Leif Johnson Ford Offer, dated November 20, 2017, including subsequent clarifications

1.2 Order of Precedence. Any inconsistency or conflict in the Contract documents shall be resolved by giving precedence in the following order:

- 1.2.1 This Contract
- 1.2.2 The City's Solicitation as referenced in Section 1.1.2, including all documents incorporated by reference
- 1.2.3 The Contractor's Offer as referenced in Section 1.1.3, including subsequent clarifications.

1.3 Term of Contract. The Contract will be in effect for an initial term of 24 months and may be extended thereafter for up to three 12-month extension option(s), subject to the approval of the Contractor and the City Purchasing Officer or his designee. See the Term of Contract provision in Section 0400 for additional Contract requirements.

1.4 Compensation. The Contractor shall be paid a total Not-to-Exceed amount of \$2,600,000 divided among the Contractors for the initial Contract term and \$1,300,000 divided among the Contractors for each extension option as indicated in the Bid Sheet, IFB Section 0600. Payment shall be made upon successful completion of services or delivery of goods as outlined in each individual Delivery Order.

1.5 Quantity of Work. There is no guaranteed quantity of work for the period of the Contract and there are no minimum order quantities. Work will be on an as needed basis as specified by the City for each Delivery Order

1.6 Clarifications and Additional Agreements. The following are incorporated into the Contract.

- 1.6.1 Contractor is awarded repair services and associated parts for sedans and light duty vehicles and inventory parts. This includes the following categories and line items from 0600 - Bid Sheet for IFB 7800 ELL0058:

Category 1 – Hourly Labor Rate lines

1.1 Labor Rate Per Hour for Repair Services – Sedans

1.2 Labor Rate Per Hour for Repair Services – Light Duty

Category 2 – Specified Items for Ford Vehicles (Most frequently ordered Items)

Category 3 – Pick Up and Delivery

Category 4 – Delivery Charge for Code Red Items Only

Category 5 – Priority Repairs

Category 6 – Discount off Markup to Manufacturer Price Lists for Non-Specified Products

- 1.6.2. The total Not-to Exceed amount identified in Section 1.4 shall be divided among the following Contractors:

Leif Johnson Ford items listed above in 1.6.1

Covert Ford Lincoln is awarded repair services with associated categories for medium/heavy duty vehicles. This includes category 1 line item 1.3, and categories 3, 5, and 6 from 0600 - Bid Sheet for IFB 7800 ELL0058.

This Contract (including any Exhibits) constitutes the entire agreement of the parties regarding the subject matter of this Contract and supersedes all prior and contemporaneous agreements and understandings, whether written or oral, relating to such subject matter. This Contract may be altered, amended, or modified only by a written instrument signed by the duly authorized representatives of both parties.

In witness whereof, the parties have caused a duly authorized representative to execute this Contract on the date set forth below.

LEIF JOHNSON FORD

Kevin Hopper

Printed Name of Authorized Person

Kevin Hopper

Signature

Service Director

Title:

3-29-18

Date:

CITY OF AUSTIN

Erika Larsen

Printed Name of Authorized Person

Erika

Signature

Procurement Specialist II

Title:

3-29-18

Date:

C. Danielle Lord

Printed Name of Approver:

C. Danielle Lord

Approver Signature:

Procurement Mgr.

Title:

3/29/18

Date:



City of Austin

Purchasing Office

P.O. Box 1088, Austin, TX 78767

March 29, 2018

Leif Johnson Ford
Kevin Hopper
Service Director
501 E Koenig
Austin, TX 78751

Dear Mr. Hopper:

The Austin City Council approved the execution of a contract with your company for Parts and Repair Services for Ford Vehicles in accordance with the referenced solicitation.

Responsible Department:	FSD
Department Contact Person:	Molly Strickland
Department Contact Email Address:	molly.strickland@austintexas.gov
Department Contact Telephone:	512-974-1749
Project Name:	Parts and Repair Services for Ford Vehicles
Contractor Name:	Leif Johnson Ford
Contract Number:	MA 7800 NA180000096
Contract Period:	24 months
Dollar Amount	\$2,600,000,
Extension Options:	Three (3) 12-month extension options at \$1,300,000/ea.
Requisition Number:	RQM 7800 17081500712
Solicitation Type & Number:	IFB 7800 ELL0058
Agenda Item Number:	31
Council Approval Date:	03/22/2018

Thank you for your interest in doing business with the City of Austin. If you have any questions regarding this contract, please contact the person referenced under Department Contact Person.

Sincerely,

Erika Larsen
Procurement Specialist II
City of Austin
Purchasing Office



CITY OF AUSTIN, TEXAS
Purchasing Office
INVITATION FOR BID (IFB)
OFFER SHEET

SOLICITATION NO: ELL0058

DATE ISSUED: November 6, 2017

REQUISITION NO.: RQM 7800 17081500712

COMMODITY CODE: 06071, 92815

**FOR CONTRACTUAL AND TECHNICAL
ISSUES CONTACT THE FOLLOWING
AUTHORIZED CONTACT PERSON:**

Erika Larsen
Procurement Specialist II
Phone: (512) 974-3127
E-Mail: Erika.Larsen@austintexas.gov

Jonathan Dalchau
Procurement Specialist IV
Phone: (512) 974-2938
E-Mail: Jonathan.Dalchau@austintexas.gov

COMMODITY/SERVICE DESCRIPTION: PARTS AND REPAIR
SERVICES FOR FORD VEHICLES

BID DUE PRIOR TO: 2:00P.M.(CST) Tuesday November 28, 2017

BID OPENING TIME AND DATE: 3:00P.M.(CST) Tuesday November
28, 2017

LOCATION: MUNICIPAL BUILDING, 124 W 8th STREET
RM 308, AUSTIN, TEXAS 78701

LIVE BID OPENING ONLINE:

For information on how to attend the Bid Opening online, please select
this link:

<http://www.austintexas.gov/department/bid-opening-webinars>

**When submitting a sealed Offer and/or Compliance Plan, use the proper address for the type of service desired,
as shown below:**

Address for US Mail (Only)	Address for FedEx, UPS, Hand Delivery or Courier Service
City of Austin	City of Austin, Municipal Building
Purchasing Office-Response Enclosed for Solicitation # ELL0058	Purchasing Office-Response Enclosed for Solicitation # ELL0058
P.O. Box 1088	124 W 8 th Street, Rm 308
Austin, Texas 78767-8845	Austin, Texas 78701
	Reception Phone: (512) 974-2500

**NOTE: Offers must be received and time stamped in the Purchasing Office prior to the Due Date and Time. It is the
responsibility of the Offeror to ensure that their Offer arrives at the receptionist's desk in the Purchasing Office prior to the
time and date indicated. Arrival at the City's mailroom, mail terminal, or post office box will not constitute the Offer arriving
on time. See Section 0200 for additional solicitation instructions.**

All Offers (including Compliance Plans) that are not submitted in a sealed envelope or container will not be considered.

The Vendor agrees, if this Offer is accepted within 120 calendar days after the Due Date, to fully comply in strict
accordance with the Solicitation, specifications and provisions attached thereto for the amounts shown on the
accompanying Offer.

SUBMIT 1 ORIGINAL AND 1 ELECTRONIC (FLASHDRIVE) COPY OF YOUR RESPONSE

*****SIGNATURE FOR SUBMITTAL REQUIRED ON PAGE 3 OF THIS DOCUMENT*****

This solicitation is comprised of the following required sections. Please ensure to carefully read each section including those incorporated by reference. By signing this document, you are agreeing to all the items contained herein and will be bound to all terms.

SECTION NO.	TITLE	PAGES
0100	STANDARD PURCHASE DEFINITIONS	*
0200	STANDARD SOLICITATION INSTRUCTIONS	*
0300	STANDARD PURCHASE TERMS AND CONDITIONS	*
0400	SUPPLEMENTAL PURCHASE PROVISIONS	12
0500	SCOPE OF WORK	7
0505	FLEET SERVICES DELIVERY LOCATIONS AND POINTS OF CONTACT	2
0600	BID SHEET – Must be completed & returned with Offer	5
0605	LOCAL BUSINESS PRESENCE IDENTIFICATION FORM – Complete & return	2
0700	REFERENCE SHEET – Complete & return	1
0800	NON-DISCRIMINATION AND NON-RETALIATION CERTIFICATION–Complete & return	2
0805	NON-SUSPENSION OR DEBARMENT CERTIFICATION	*
0810	NON-COLLUSION, NON-CONFLICT OF INTEREST, AND ANTI-LOBBYING CERTIFICATION	*
0815	LIVING WAGES CONTRACTOR CERTIFICATION– Complete & return	1
0835	NONRESIDENT BIDDER PROVISIONS – Complete & return	1
0900	SUBCONTRACTING/SUB-CONSULTING UTILIZATION FORM – Complete & return	1
0905	SUBCONTRACTING/SUB-CONSULTING UTILIZATION PLAN – Complete & return	3

*** Documents are hereby incorporated into this Solicitation by reference, with the same force and effect as if they were incorporated in full text. The full text versions of the * Sections are available on the Internet at the following online address:**

http://www.austintexas.gov/financeonline/vendor_connection/index.cfm#STANDARDBIDDOCUMENTS

If you do not have access to the Internet, you may obtain a copy of these Sections from the City of Austin Purchasing Office located in the Municipal Building, 124 West 8th Street, Room #308 Austin, Texas 78701; phone (512) 974-2500. Please have the Solicitation number available so that the staff can select the proper documents. These documents can be mailed, expressed mailed, or faxed to you.

INTERESTED PARTIES DISCLOSURE

In addition, Section 2252.908 of the Texas Government Code requires the successful offeror to complete a Form 1295 “Certificate of Interested Parties” that is signed and notarized for a contract award requiring council authorization. The “Certificate of Interested Parties” form must be completed on the Texas Ethics Commission website, printed, signed and submitted to the City by the authorized agent of the Business Entity with acknowledgment that disclosure is made under oath and under penalty of perjury prior to final contract execution.

https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

The undersigned, by his/her signature, represents that he/she is submitting a binding offer and is authorized to bind the respondent to fully comply with the solicitation document contained herein. The Respondent, by submitting and signing below, acknowledges that he/she has received and read the entire document packet sections defined above including all documents incorporated by reference, and agrees to be bound by the terms therein.

Company Name: Leif Johnson Ford / Leif Johnson Ford Truck City
Company Address: 501 E Koenig
City, State, Zip: Austin, TX 78751
Federal Tax ID No. 742922240
Printed Name of Officer or Authorized Representative: Scott Webb
Title: Parts Director
Signature of Officer or Authorized Representative: Scott Webb
Date: 11-20-17
Email Address: swebb@leifjohnsonford.com
Phone Number: 512-697-0689

* Completed Bid Sheet, section 0600 must be submitted with this signed Offer Sheet to be considered for award

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By submitting an Offer in response to the Solicitation, the Contractor agrees that the Contract shall be governed by the following terms and conditions. Unless otherwise specified in the Contract, Sections 3, 4, 5, 6, 7, 8, 20, 21, and 36 shall apply only to a Solicitation to purchase Goods, and Sections 9, 10, 11 and 22 shall apply only to a Solicitation to purchase Services to be performed principally at the City's premises or on public rights-of-way.

1. **CONTRACTOR'S OBLIGATIONS**. The Contractor shall fully and timely provide all Deliverables described in the Solicitation and in the Contractor's Offer in strict accordance with the terms, covenants, and conditions of the Contract and all applicable Federal, State, and local laws, rules, and regulations.
2. **EFFECTIVE DATE/TERM**. Unless otherwise specified in the Solicitation, this Contract shall be effective as of the date the contract is signed by the City, and shall continue in effect until all obligations are performed in accordance with the Contract.
3. **CONTRACTOR TO PACKAGE DELIVERABLES**: The Contractor will package Deliverables in accordance with good commercial practice and shall include a packing list showing the description of each item, the quantity and unit price. Unless otherwise provided in the Specifications or Supplemental Terms and Conditions, each shipping container shall be clearly and permanently marked as follows: (a) The Contractor's name and address, (b) the City's name, address and purchase order or purchase release number and the price agreement number if applicable, (c) Container number and total number of containers, e.g. box 1 of 4 boxes, and (d) the number of the container bearing the packing list. The Contractor shall bear cost of packaging. Deliverables shall be suitably packed to secure lowest transportation costs and to conform with requirements of common carriers and any applicable specifications. The City's count or weight shall be final and conclusive on shipments not accompanied by packing lists.
4. **SHIPMENT UNDER RESERVATION PROHIBITED**: The Contractor is not authorized to ship the Deliverables under reservation and no tender of a bill of lading will operate as a tender of Deliverables.
5. **TITLE & RISK OF LOSS**: Title to and risk of loss of the Deliverables shall pass to the City only when the City actually receives and accepts the Deliverables.
6. **DELIVERY TERMS AND TRANSPORTATION CHARGES**: Deliverables shall be shipped F.O.B. point of delivery unless otherwise specified in the Supplemental Terms and Conditions. Unless otherwise stated in the Offer, the Contractor's price shall be deemed to include all delivery and transportation charges. The City shall have the right to designate what method of transportation shall be used to ship the Deliverables. The place of delivery shall be that set forth in the block of the purchase order or purchase release entitled "Receiving Agency".
7. **RIGHT OF INSPECTION AND REJECTION**: The City expressly reserves all rights under law, including, but not limited to the Uniform Commercial Code, to inspect the Deliverables at delivery before accepting them, and to reject defective or non-conforming Deliverables. If the City has the right to inspect the Contractor's, or the Contractor's Subcontractor's, facilities, or the Deliverables at the Contractor's, or the Contractor's Subcontractor's, premises, the Contractor shall furnish, or cause to be furnished, without additional charge, all reasonable facilities and assistance to the City to facilitate such inspection.
8. **NO REPLACEMENT OF DEFECTIVE TENDER**: Every tender or delivery of Deliverables must fully comply with all provisions of the Contract as to time of delivery, quality, and quantity. Any non-complying tender shall constitute a breach and the Contractor shall not have the right to substitute a conforming tender; provided, where the time for performance has not yet expired, the Contractor may notify the City of the intention to cure and may then make a conforming tender within the time allotted in the contract.
9. **PLACE AND CONDITION OF WORK**: The City shall provide the Contractor access to the sites where the Contractor is to perform the services as required in order for the Contractor to perform the services in a timely and efficient manner, in accordance with and subject to the applicable security laws, rules, and regulations. The Contractor acknowledges that it has satisfied itself as to the nature of the City's service requirements and specifications, the location and essential characteristics of the work sites, the quality and quantity of materials, equipment, labor and facilities necessary to perform the services, and any other condition or state of fact which could in any way affect performance of the Contractor's obligations under the contract. The Contractor hereby releases and holds the City

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harmless from and against any liability or claim for damages of any kind or nature if the actual site or service conditions differ from expected conditions.

10. WORKFORCE

- A. The Contractor shall employ only orderly and competent workers, skilled in the performance of the services which they will perform under the Contract.
- B. The Contractor, its employees, subcontractors, and subcontractor's employees may not while engaged in participating or responding to a solicitation or while in the course and scope of delivering goods or services under a City of Austin contract or on the City's property .
 - i. use or possess a firearm, including a concealed handgun that is licensed under state law, except as required by the terms of the contract; or
 - ii. use or possess alcoholic or other intoxicating beverages, illegal drugs or controlled substances, nor may such workers be intoxicated, or under the influence of alcohol or drugs, on the job.
- C. If the City or the City's representative notifies the Contractor that any worker is incompetent, disorderly or disobedient, has knowingly or repeatedly violated safety regulations, has possessed any firearms, or has possessed or was under the influence of alcohol or drugs on the job, the Contractor shall immediately remove such worker from Contract services, and may not employ such worker again on Contract services without the City's prior written consent.

- 11. COMPLIANCE WITH HEALTH, SAFETY, AND ENVIRONMENTAL REGULATIONS:** The Contractor, its Subcontractors, and their respective employees, shall comply fully with all applicable federal, state, and local health, safety, and environmental laws, ordinances, rules and regulations in the performance of the services, including but not limited to those promulgated by the City and by the Occupational Safety and Health Administration (OSHA). In case of conflict, the most stringent safety requirement shall govern. The Contractor shall indemnify and hold the City harmless from and against all claims, demands, suits, actions, judgments, fines, penalties and liability of every kind arising from the breach of the Contractor's obligations under this paragraph.

12. INVOICES:

- A. The Contractor shall submit separate invoices in duplicate on each purchase order or purchase release after each delivery. If partial shipments or deliveries are authorized by the City, a separate invoice must be sent for each shipment or delivery made.
- B. **Proper Invoices must include a unique invoice number, the purchase order or delivery order number and the master agreement number if applicable, the Department's Name, and the name of the point of contact for the Department.** Invoices shall be itemized and transportation charges, if any, shall be listed separately. A copy of the bill of lading and the freight waybill, when applicable, shall be attached to the invoice. The Contractor's name and, if applicable, the tax identification number on the invoice must exactly match the information in the Vendor's registration with the City. Unless otherwise instructed in writing, the City may rely on the remittance address specified on the Contractor's invoice.
- C. Invoices for labor shall include a copy of all time-sheets with trade labor rate and Deliverables order number clearly identified. Invoices shall also include a tabulation of work-hours at the appropriate rates and grouped by work order number. Time billed for labor shall be limited to hours actually worked at the work site.
- D. Unless otherwise expressly authorized in the Contract, the Contractor shall pass through all Subcontract and other authorized expenses at actual cost without markup.
- E. Federal excise taxes, State taxes, or City sales taxes must not be included in the invoiced amount. The City will furnish a tax exemption certificate upon request.

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13. PAYMENT:

- A. All proper invoices received by the City will be paid within thirty (30) calendar days of the City's receipt of the Deliverables or of the invoice, whichever is later.
- B. **If payment is not timely made, (per paragraph A), interest shall accrue on the unpaid balance at the lesser of the rate specified in Texas Government Code Section 2251.025 or the maximum lawful rate; except, if payment is not timely made for a reason for which the City may withhold payment hereunder, interest shall not accrue until ten (10) calendar days after the grounds for withholding payment have been resolved.**
- C. If partial shipments or deliveries are authorized by the City, the Contractor will be paid for the partial shipment or delivery, as stated above, provided that the invoice matches the shipment or delivery.
- D. The City may withhold or set off the entire payment or part of any payment otherwise due the Contractor to such extent as may be necessary on account of:
 - i. delivery of defective or non-conforming Deliverables by the Contractor;
 - ii. third party claims, which are not covered by the insurance which the Contractor is required to provide, are filed or reasonable evidence indicating probable filing of such claims;
 - iii. failure of the Contractor to pay Subcontractors, or for labor, materials or equipment;
 - iv. damage to the property of the City or the City's agents, employees or contractors, which is not covered by insurance required to be provided by the Contractor;
 - v. reasonable evidence that the Contractor's obligations will not be completed within the time specified in the Contract, and that the unpaid balance would not be adequate to cover actual or liquidated damages for the anticipated delay;
 - vi. failure of the Contractor to submit proper invoices with all required attachments and supporting documentation; or
 - vii. failure of the Contractor to comply with any material provision of the Contract Documents.
- E. Notice is hereby given of Article VIII, Section 1 of the Austin City Charter which prohibits the payment of any money to any person, firm or corporation who is in arrears to the City for taxes, and of §2-8-3 of the Austin City Code concerning the right of the City to offset indebtedness owed the City.
- F. Payment will be made by check unless the parties mutually agree to payment by credit card or electronic transfer of funds. The Contractor agrees that there shall be no additional charges, surcharges, or penalties to the City for payments made by credit card or electronic funds transfer.
- G. The awarding or continuation of this contract is dependent upon the availability of funding. The City's payment obligations are payable only and solely from funds Appropriated and available for this contract. The absence of Appropriated or other lawfully available funds shall render the Contract null and void to the extent funds are not Appropriated or available and any Deliverables delivered but unpaid shall be returned to the Contractor. The City shall provide the Contractor written notice of the failure of the City to make an adequate Appropriation for any fiscal year to pay the amounts due under the Contract, or the reduction of any Appropriation to an amount insufficient to permit the City to pay its obligations under the Contract. In the event of non or inadequate appropriation of funds, there will be no penalty nor removal fees charged to the City.

- 14. TRAVEL EXPENSES:** All travel, lodging and per diem expenses in connection with the Contract for which reimbursement may be claimed by the Contractor under the terms of the Solicitation will be reviewed against the City's Travel Policy as published and maintained by the City's Controller's Office and the Current United States General Services Administration Domestic Per Diem Rates (the "Rates") as published and maintained on the Internet at:

<http://www.gsa.gov/portal/category/21287>

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No amounts in excess of the Travel Policy or Rates shall be paid. All invoices must be accompanied by copies of detailed itemized receipts (e.g. hotel bills, airline tickets). No reimbursement will be made for expenses not actually incurred. Airline fares in excess of coach or economy will not be reimbursed. Mileage charges may not exceed the amount permitted as a deduction in any year under the Internal Revenue Code or Regulations.

15. FINAL PAYMENT AND CLOSE-OUT:

- A. If an MBE/WBE Program Compliance Plan is required by the Solicitation, and the Contractor has identified Subcontractors, the Contractor is required to submit a Contract Close-Out MBE/WBE Compliance Report to the Project manager or Contract manager no later than the 15th calendar day after completion of all work under the contract. Final payment, retainage, or both may be withheld if the Contractor is not in compliance with the requirements of the Compliance Plan as accepted by the City.
- B. The making and acceptance of final payment will constitute:
 - i. a waiver of all claims by the City against the Contractor, except claims (1) which have been previously asserted in writing and not yet settled, (2) arising from defective work appearing after final inspection, (3) arising from failure of the Contractor to comply with the Contract or the terms of any warranty specified herein, (4) arising from the Contractor's continuing obligations under the Contract, including but not limited to indemnity and warranty obligations, or (5) arising under the City's right to audit; and
 - ii. a waiver of all claims by the Contractor against the City other than those previously asserted in writing and not yet settled.

16. SPECIAL TOOLS & TEST EQUIPMENT: If the price stated on the Offer includes the cost of any special tooling or special test equipment fabricated or required by the Contractor for the purpose of filling this order, such special tooling equipment and any process sheets related thereto shall become the property of the City and shall be identified by the Contractor as such.

17. AUDITS and RECORDS:

- A. The Contractor agrees that the representatives of the Office of the City Auditor or other authorized representatives of the City shall have access to, and the right to audit, examine, or reproduce, any and all records of the Contractor related to the performance under this Contract. The Contractor shall retain all such records for a period of three (3) years after final payment on this Contract or until all audit and litigation matters that the City has brought to the attention of the Contractor are resolved, whichever is longer. The Contractor agrees to refund to the City any overpayments disclosed by any such audit.
- B. Records Retention:
 - i. Contractor is subject to City Code chapter 2-11 (Records Management), and as it may subsequently be amended. For purposes of this subsection, a Record means all books, accounts, reports, files, and other data recorded or created by a Contractor in fulfillment of the Contract whether in digital or physical format, except a record specifically relating to the Contractor's internal administration.
 - ii. All Records are the property of the City. The Contractor may not dispose of or destroy a Record without City authorization and shall deliver the Records, in all requested formats and media, along with all finding aids and metadata, to the City at no cost when requested by the City
 - iii. The Contractor shall retain all Records for a period of three (3) years after final payment on this Contract or until all audit and litigation matters that the City has brought to the attention of the Contractor are resolved, whichever is longer.
- C. The Contractor shall include sections A and B above in all subcontractor agreements entered into in connection with this Contract.

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18. SUBCONTRACTORS:

- A. If the Contractor identified Subcontractors in an MBE/WBE Program Compliance Plan or a No Goals Utilization Plan the Contractor shall comply with the provisions of Chapters 2-9A, 2-9B, 2-9C, and 2-9D, as applicable, of the Austin City Code and the terms of the Compliance Plan or Utilization Plan as approved by the City (the "Plan"). The Contractor shall not initially employ any Subcontractor except as provided in the Contractor's Plan. The Contractor shall not substitute any Subcontractor identified in the Plan, unless the substitute has been accepted by the City in writing in accordance with the provisions of Chapters 2-9A, 2-9B, 2-9C and 2-9D, as applicable. No acceptance by the City of any Subcontractor shall constitute a waiver of any rights or remedies of the City with respect to defective Deliverables provided by a Subcontractor. If a Plan has been approved, the Contractor is additionally required to submit a monthly Subcontract Awards and Expenditures Report to the Contract Manager and the Purchasing Office Contract Compliance Manager no later than the tenth calendar day of each month.
- B. Work performed for the Contractor by a Subcontractor shall be pursuant to a written contract between the Contractor and Subcontractor. The terms of the subcontract may not conflict with the terms of the Contract, and shall contain provisions that:
 - i. require that all Deliverables to be provided by the Subcontractor be provided in strict accordance with the provisions, specifications and terms of the Contract;
 - ii. prohibit the Subcontractor from further subcontracting any portion of the Contract without the prior written consent of the City and the Contractor. The City may require, as a condition to such further subcontracting, that the Subcontractor post a payment bond in form, substance and amount acceptable to the City;
 - iii. require Subcontractors to submit all invoices and applications for payments, including any claims for additional payments, damages or otherwise, to the Contractor in sufficient time to enable the Contractor to include same with its invoice or application for payment to the City in accordance with the terms of the Contract;
 - iv. require that all Subcontractors obtain and maintain, throughout the term of their contract, insurance in the type and amounts specified for the Contractor, with the City being a named insured as its interest shall appear; and
 - v. require that the Subcontractor indemnify and hold the City harmless to the same extent as the Contractor is required to indemnify the City.
- C. The Contractor shall be fully responsible to the City for all acts and omissions of the Subcontractors just as the Contractor is responsible for the Contractor's own acts and omissions. Nothing in the Contract shall create for the benefit of any such Subcontractor any contractual relationship between the City and any such Subcontractor, nor shall it create any obligation on the part of the City to pay or to see to the payment of any moneys due any such Subcontractor except as may otherwise be required by law.
- D. The Contractor shall pay each Subcontractor its appropriate share of payments made to the Contractor not later than ten (10) calendar days after receipt of payment from the City.

19. WARRANTY-PRICE:

- A. The Contractor warrants the prices quoted in the Offer are no higher than the Contractor's current prices on orders by others for like Deliverables under similar terms of purchase.
- B. The Contractor certifies that the prices in the Offer have been arrived at independently without consultation, communication, or agreement for the purpose of restricting competition, as to any matter relating to such fees with any other firm or with any competitor.
- C. In addition to any other remedy available, the City may deduct from any amounts owed to the Contractor, or otherwise recover, any amounts paid for items in excess of the Contractor's current prices on orders by others for like Deliverables under similar terms of purchase.

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20. **WARRANTY – TITLE:** The Contractor warrants that it has good and indefeasible title to all Deliverables furnished under the Contract, and that the Deliverables are free and clear of all liens, claims, security interests and encumbrances. The Contractor shall indemnify and hold the City harmless from and against all adverse title claims to the Deliverables.
21. **WARRANTY – DELIVERABLES:** The Contractor warrants and represents that all Deliverables sold the City under the Contract shall be free from defects in design, workmanship or manufacture, and conform in all material respects to the specifications, drawings, and descriptions in the Solicitation, to any samples furnished by the Contractor, to the terms, covenants and conditions of the Contract, and to all applicable State, Federal or local laws, rules, and regulations, and industry codes and standards. Unless otherwise stated in the Solicitation, the Deliverables shall be new or recycled merchandise, and not used or reconditioned.
- A. Recycled Deliverables shall be clearly identified as such.
 - B. The Contractor may not limit, exclude or disclaim the foregoing warranty or any warranty implied by law; and any attempt to do so shall be without force or effect.
 - C. Unless otherwise specified in the Contract, the warranty period shall be at least one year from the date of acceptance of the Deliverables or from the date of acceptance of any replacement Deliverables. If during the warranty period, one or more of the above warranties are breached, the Contractor shall promptly upon receipt of demand either repair the non-conforming Deliverables, or replace the non-conforming Deliverables with fully conforming Deliverables, at the City's option and at no additional cost to the City. All costs incidental to such repair or replacement, including but not limited to, any packaging and shipping costs, shall be borne exclusively by the Contractor. The City shall endeavor to give the Contractor written notice of the breach of warranty within thirty (30) calendar days of discovery of the breach of warranty, but failure to give timely notice shall not impair the City's rights under this section.
 - D. If the Contractor is unable or unwilling to repair or replace defective or non-conforming Deliverables as required by the City, then in addition to any other available remedy, the City may reduce the quantity of Deliverables it may be required to purchase under the Contract from the Contractor, and purchase conforming Deliverables from other sources. In such event, the Contractor shall pay to the City upon demand the increased cost, if any, incurred by the City to procure such Deliverables from another source.
 - E. If the Contractor is not the manufacturer, and the Deliverables are covered by a separate manufacturer's warranty, the Contractor shall transfer and assign such manufacturer's warranty to the City. If for any reason the manufacturer's warranty cannot be fully transferred to the City, the Contractor shall assist and cooperate with the City to the fullest extent to enforce such manufacturer's warranty for the benefit of the City.
22. **WARRANTY – SERVICES:** The Contractor warrants and represents that all services to be provided the City under the Contract will be fully and timely performed in a good and workmanlike manner in accordance with generally accepted industry standards and practices, the terms, conditions, and covenants of the Contract, and all applicable Federal, State and local laws, rules or regulations.
- A. The Contractor may not limit, exclude or disclaim the foregoing warranty or any warranty implied by law, and any attempt to do so shall be without force or effect.
 - B. Unless otherwise specified in the Contract, the warranty period shall be at least one year from the Acceptance Date. If during the warranty period, one or more of the above warranties are breached, the Contractor shall promptly upon receipt of demand perform the services again in accordance with above standard at no additional cost to the City. All costs incidental to such additional performance shall be borne by the Contractor. The City shall endeavor to give the Contractor written notice of the breach of warranty within thirty (30) calendar days of discovery of the breach warranty, but failure to give timely notice shall not impair the City's rights under this section.
 - C. If the Contractor is unable or unwilling to perform its services in accordance with the above standard as required by the City, then in addition to any other available remedy, the City may reduce the amount of services it may be

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required to purchase under the Contract from the Contractor, and purchase conforming services from other sources. In such event, the Contractor shall pay to the City upon demand the increased cost, if any, incurred by the City to procure such services from another source.

23. **ACCEPTANCE OF INCOMPLETE OR NON-CONFORMING DELIVERABLES:** If, instead of requiring immediate correction or removal and replacement of defective or non-conforming Deliverables, the City prefers to accept it, the City may do so. The Contractor shall pay all claims, costs, losses and damages attributable to the City's evaluation of and determination to accept such defective or non-conforming Deliverables. If any such acceptance occurs prior to final payment, the City may deduct such amounts as are necessary to compensate the City for the diminished value of the defective or non-conforming Deliverables. If the acceptance occurs after final payment, such amount will be refunded to the City by the Contractor.
24. **RIGHT TO ASSURANCE:** Whenever one party to the Contract in good faith has reason to question the other party's intent to perform, demand may be made to the other party for written assurance of the intent to perform. In the event that no assurance is given within the time specified after demand is made, the demanding party may treat this failure as an anticipatory repudiation of the Contract.
25. **STOP WORK NOTICE:** The City may issue an immediate Stop Work Notice in the event the Contractor is observed performing in a manner that is in violation of Federal, State, or local guidelines, or in a manner that is determined by the City to be unsafe to either life or property. Upon notification, the Contractor will cease all work until notified by the City that the violation or unsafe condition has been corrected. The Contractor shall be liable for all costs incurred by the City as a result of the issuance of such Stop Work Notice.
26. **DEFAULT:** The Contractor shall be in default under the Contract if the Contractor (a) fails to fully, timely and faithfully perform any of its material obligations under the Contract, (b) fails to provide adequate assurance of performance under Paragraph 24, (c) becomes insolvent or seeks relief under the bankruptcy laws of the United States or (d) makes a material misrepresentation in Contractor's Offer, or in any report or deliverable required to be submitted by the Contractor to the City.
27. **TERMINATION FOR CAUSE:** In the event of a default by the Contractor, the City shall have the right to terminate the Contract for cause, by written notice effective ten (10) calendar days, unless otherwise specified, after the date of such notice, unless the Contractor, within such ten (10) day period, cures such default, or provides evidence sufficient to prove to the City's reasonable satisfaction that such default does not, in fact, exist. The City may place Contractor on probation for a specified period of time within which the Contractor must correct any non-compliance issues. Probation shall not normally be for a period of more than nine (9) months, however, it may be for a longer period, not to exceed one (1) year depending on the circumstances. If the City determines the Contractor has failed to perform satisfactorily during the probation period, the City may proceed with suspension. In the event of a default by the Contractor, the City may suspend or debar the Contractor in accordance with the "City of Austin Purchasing Office Probation, Suspension and Debarment Rules for Vendors" and remove the Contractor from the City's vendor list for up to five (5) years and any Offer submitted by the Contractor may be disqualified for up to five (5) years. In addition to any other remedy available under law or in equity, the City shall be entitled to recover all actual damages, costs, losses and expenses, incurred by the City as a result of the Contractor's default, including, without limitation, cost of cover, reasonable attorneys' fees, court costs, and prejudgment and post-judgment interest at the maximum lawful rate. All rights and remedies under the Contract are cumulative and are not exclusive of any other right or remedy provided by law.
28. **TERMINATION WITHOUT CAUSE:** The City shall have the right to terminate the Contract, in whole or in part, without cause any time upon thirty (30) calendar days' prior written notice. Upon receipt of a notice of termination, the Contractor shall promptly cease all further work pursuant to the Contract, with such exceptions, if any, specified in the notice of termination. The City shall pay the Contractor, to the extent of funds Appropriated or otherwise legally available for such purposes, for all goods delivered and services performed and obligations incurred prior to the date of termination in accordance with the terms hereof.
29. **FRAUD:** Fraudulent statements by the Contractor on any Offer or in any report or deliverable required to be submitted by the Contractor to the City shall be grounds for the termination of the Contract for cause by the City and may result in legal action.

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30. DELAYS:

- A. The City may delay scheduled delivery or other due dates by written notice to the Contractor if the City deems it is in its best interest. If such delay causes an increase in the cost of the work under the Contract, the City and the Contractor shall negotiate an equitable adjustment for costs incurred by the Contractor in the Contract price and execute an amendment to the Contract. The Contractor must assert its right to an adjustment within thirty (30) calendar days from the date of receipt of the notice of delay. Failure to agree on any adjusted price shall be handled under the Dispute Resolution process specified in paragraph 48. However, nothing in this provision shall excuse the Contractor from delaying the delivery as notified.
- B. Neither party shall be liable for any default or delay in the performance of its obligations under this Contract if, while and to the extent such default or delay is caused by acts of God, fire, riots, civil commotion, labor disruptions, sabotage, sovereign conduct, or any other cause beyond the reasonable control of such Party. In the event of default or delay in contract performance due to any of the foregoing causes, then the time for completion of the services will be extended; provided, however, in such an event, a conference will be held within three (3) business days to establish a mutually agreeable period of time reasonably necessary to overcome the effect of such failure to perform.

31. INDEMNITY:

- A. Definitions:
 - i. "Indemnified Claims" shall include any and all claims, demands, suits, causes of action, judgments and liability of every character, type or description, including all reasonable costs and expenses of litigation, mediation or other alternate dispute resolution mechanism, including attorney and other professional fees for:
 - (1) damage to or loss of the property of any person (including, but not limited to the City, the Contractor, their respective agents, officers, employees and subcontractors; the officers, agents, and employees of such subcontractors; and third parties); and/or
 - (2) death, bodily injury, illness, disease, worker's compensation, loss of services, or loss of income or wages to any person (including but not limited to the agents, officers and employees of the City, the Contractor, the Contractor's subcontractors, and third parties),
 - ii. "Fault" shall include the sale of defective or non-conforming Deliverables, negligence, willful misconduct, or a breach of any legally imposed strict liability standard.
- B. **THE CONTRACTOR SHALL DEFEND (AT THE OPTION OF THE CITY), INDEMNIFY, AND HOLD THE CITY, ITS SUCCESSORS, ASSIGNS, OFFICERS, EMPLOYEES AND ELECTED OFFICIALS HARMLESS FROM AND AGAINST ALL INDEMNIFIED CLAIMS DIRECTLY ARISING OUT OF, INCIDENT TO, CONCERNING OR RESULTING FROM THE FAULT OF THE CONTRACTOR, OR THE CONTRACTOR'S AGENTS, EMPLOYEES OR SUBCONTRACTORS, IN THE PERFORMANCE OF THE CONTRACTOR'S OBLIGATIONS UNDER THE CONTRACT. NOTHING HEREIN SHALL BE DEEMED TO LIMIT THE RIGHTS OF THE CITY OR THE CONTRACTOR (INCLUDING, BUT NOT LIMITED TO, THE RIGHT TO SEEK CONTRIBUTION) AGAINST ANY THIRD PARTY WHO MAY BE LIABLE FOR AN INDEMNIFIED CLAIM.**

32. INSURANCE: (reference Section 0400 for specific coverage requirements). The following insurance requirement applies. (Revised March 2013).

- A. General Requirements.
 - i. The Contractor shall at a minimum carry insurance in the types and amounts indicated in Section 0400, Supplemental Purchase Provisions, for the duration of the Contract, including extension options and hold over periods, and during any warranty period.
 - ii. The Contractor shall provide Certificates of Insurance with the coverages and endorsements required in Section 0400, Supplemental Purchase Provisions, to the City as verification of coverage prior to contract execution and within fourteen (14) calendar days after written request from the

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City. Failure to provide the required Certificate of Insurance may subject the Offer to disqualification from consideration for award. The Contractor must also forward a Certificate of Insurance to the City whenever a previously identified policy period has expired, or an extension option or hold over period is exercised, as verification of continuing coverage.

- iii. The Contractor shall not commence work until the required insurance is obtained and until such insurance has been reviewed by the City. Approval of insurance by the City shall not relieve or decrease the liability of the Contractor hereunder and shall not be construed to be a limitation of liability on the part of the Contractor.
- iv. The City may request that the Contractor submit certificates of insurance to the City for all subcontractors prior to the subcontractors commencing work on the project.
- v. The Contractor's and all subcontractors' insurance coverage shall be written by companies licensed to do business in the State of Texas at the time the policies are issued and shall be written by companies with A.M. Best ratings of B+VII or better.
- vi. The "other" insurance clause shall not apply to the City where the City is an additional insured shown on any policy. It is intended that policies required in the Contract, covering both the City and the Contractor, shall be considered primary coverage as applicable.
- vii. If insurance policies are not written for amounts specified in Section 0400, Supplemental Purchase Provisions, the Contractor shall carry Umbrella or Excess Liability Insurance for any differences in amounts specified. If Excess Liability Insurance is provided, it shall follow the form of the primary coverage.
- viii. The City shall be entitled, upon request, at an agreed upon location, and without expense, to review certified copies of policies and endorsements thereto and may make any reasonable requests for deletion or revision or modification of particular policy terms, conditions, limitations, or exclusions except where policy provisions are established by law or regulations binding upon either of the parties hereto or the underwriter on any such policies.
- ix. The City reserves the right to review the insurance requirements set forth during the effective period of the Contract and to make reasonable adjustments to insurance coverage, limits, and exclusions when deemed necessary and prudent by the City based upon changes in statutory law, court decisions, the claims history of the industry or financial condition of the insurance company as well as the Contractor.
- x. The Contractor shall not cause any insurance to be canceled nor permit any insurance to lapse during the term of the Contract or as required in the Contract.
- xi. The Contractor shall be responsible for premiums, deductibles and self-insured retentions, if any, stated in policies. Self-insured retentions shall be disclosed on the Certificate of Insurance.
- xii. The Contractor shall provide the City thirty (30) calendar days' written notice of erosion of the aggregate limits below occurrence limits for all applicable coverages indicated within the Contract.
- xiii. The insurance coverages specified in Section 0400, Supplemental Purchase Provisions, are required minimums and are not intended to limit the responsibility or liability of the Contractor.

B. Specific Coverage Requirements: Specific insurance requirements are contained in Section 0400, Supplemental Purchase Provisions

33. **CLAIMS:** If any claim, demand, suit, or other action is asserted against the Contractor which arises under or concerns the Contract, or which could have a material adverse affect on the Contractor's ability to perform thereunder, the Contractor shall give written notice thereof to the City within ten (10) calendar days after receipt of notice by the

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Contractor. Such notice to the City shall state the date of notification of any such claim, demand, suit, or other action; the names and addresses of the claimant(s); the basis thereof; and the name of each person against whom such claim is being asserted. Such notice shall be delivered personally or by mail and shall be sent to the City and to the Austin City Attorney. Personal delivery to the City Attorney shall be to City Hall, 301 West 2nd Street, 4th Floor, Austin, Texas 78701, and mail delivery shall be to P.O. Box 1088, Austin, Texas 78767.

34. **NOTICES**: Unless otherwise specified, all notices, requests, or other communications required or appropriate to be given under the Contract shall be in writing and shall be deemed delivered three (3) business days after postmarked if sent by U.S. Postal Service Certified or Registered Mail, Return Receipt Requested. Notices delivered by other means shall be deemed delivered upon receipt by the addressee. Routine communications may be made by first class mail, telefax, or other commercially accepted means. Notices to the Contractor shall be sent to the address specified in the Contractor's Offer, or at such other address as a party may notify the other in writing. Notices to the City shall be addressed to the City at P.O. Box 1088, Austin, Texas 78767 and marked to the attention of the Contract Administrator.
35. **RIGHTS TO BID, PROPOSAL AND CONTRACTUAL MATERIAL**: All material submitted by the Contractor to the City shall become property of the City upon receipt. Any portions of such material claimed by the Contractor to be proprietary must be clearly marked as such. Determination of the public nature of the material is subject to the Texas Public Information Act, Chapter 552, Texas Government Code.
36. **NO WARRANTY BY CITY AGAINST INFRINGEMENTS**: The Contractor represents and warrants to the City that: (i) the Contractor shall provide the City good and indefeasible title to the Deliverables and (ii) the Deliverables supplied by the Contractor in accordance with the specifications in the Contract will not infringe, directly or contributorily, any patent, trademark, copyright, trade secret, or any other intellectual property right of any kind of any third party; that no claims have been made by any person or entity with respect to the ownership or operation of the Deliverables and the Contractor does not know of any valid basis for any such claims. The Contractor shall, at its sole expense, defend, indemnify, and hold the City harmless from and against all liability, damages, and costs (including court costs and reasonable fees of attorneys and other professionals) arising out of or resulting from: (i) any claim that the City's exercise anywhere in the world of the rights associated with the City's ownership, and if applicable, license rights, and its use of the Deliverables infringes the intellectual property rights of any third party; or (ii) the Contractor's breach of any of Contractor's representations or warranties stated in this Contract. In the event of any such claim, the City shall have the right to monitor such claim or at its option engage its own separate counsel to act as co-counsel on the City's behalf. Further, Contractor agrees that the City's specifications regarding the Deliverables shall in no way diminish Contractor's warranties or obligations under this paragraph and the City makes no warranty that the production, development, or delivery of such Deliverables will not impact such warranties of Contractor.
37. **CONFIDENTIALITY**: In order to provide the Deliverables to the City, Contractor may require access to certain of the City's and/or its licensors' confidential information (including inventions, employee information, trade secrets, confidential know-how, confidential business information, and other information which the City or its licensors consider confidential) (collectively, "Confidential Information"). Contractor acknowledges and agrees that the Confidential Information is the valuable property of the City and/or its licensors and any unauthorized use, disclosure, dissemination, or other release of the Confidential Information will substantially injure the City and/or its licensors. The Contractor (including its employees, subcontractors, agents, or representatives) agrees that it will maintain the Confidential Information in strict confidence and shall not disclose, disseminate, copy, divulge, recreate, or otherwise use the Confidential Information without the prior written consent of the City or in a manner not expressly permitted under this Agreement, unless the Confidential Information is required to be disclosed by law or an order of any court or other governmental authority with proper jurisdiction, provided the Contractor promptly notifies the City before disclosing such information so as to permit the City reasonable time to seek an appropriate protective order. The Contractor agrees to use protective measures no less stringent than the Contractor uses within its own business to protect its own most valuable information, which protective measures shall under all circumstances be at least reasonable measures to ensure the continued confidentiality of the Confidential Information.
38. **PUBLICATIONS**: All published material and written reports submitted under the Contract must be originally developed material unless otherwise specifically provided in the Contract. When material not originally developed is included in a report in any form, the source shall be identified.

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39. **ADVERTISING**: The Contractor shall not advertise or publish, without the City's prior consent, the fact that the City has entered into the Contract, except to the extent required by law.
40. **NO CONTINGENT FEES**: The Contractor warrants that no person or selling agency has been employed or retained to solicit or secure the Contract upon any agreement or understanding for commission, percentage, brokerage, or contingent fee, excepting bona fide employees of bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business. For breach or violation of this warranty, the City shall have the right, in addition to any other remedy available, to cancel the Contract without liability and to deduct from any amounts owed to the Contractor, or otherwise recover, the full amount of such commission, percentage, brokerage or contingent fee.
41. **GRATUITIES**: The City may, by written notice to the Contractor, cancel the Contract without liability if it is determined by the City that gratuities were offered or given by the Contractor or any agent or representative of the Contractor to any officer or employee of the City of Austin with a view toward securing the Contract or securing favorable treatment with respect to the awarding or amending or the making of any determinations with respect to the performing of such contract. In the event the Contract is canceled by the City pursuant to this provision, the City shall be entitled, in addition to any other rights and remedies, to recover or withhold the amount of the cost incurred by the Contractor in providing such gratuities.
42. **PROHIBITION AGAINST PERSONAL INTEREST IN CONTRACTS**: No officer, employee, independent consultant, or elected official of the City who is involved in the development, evaluation, or decision-making process of the performance of any solicitation shall have a financial interest, direct or indirect, in the Contract resulting from that solicitation. Any willful violation of this section shall constitute impropriety in office, and any officer or employee guilty thereof shall be subject to disciplinary action up to and including dismissal. Any violation of this provision, with the knowledge, expressed or implied, of the Contractor shall render the Contract voidable by the City.
43. **INDEPENDENT CONTRACTOR**: The Contract shall not be construed as creating an employer/employee relationship, a partnership, or a joint venture. The Contractor's services shall be those of an independent contractor. The Contractor agrees and understands that the Contract does not grant any rights or privileges established for employees of the City.
44. **ASSIGNMENT-DELEGATION**: The Contract shall be binding upon and enure to the benefit of the City and the Contractor and their respective successors and assigns, provided however, that no right or interest in the Contract shall be assigned and no obligation shall be delegated by the Contractor without the prior written consent of the City. Any attempted assignment or delegation by the Contractor shall be void unless made in conformity with this paragraph. The Contract is not intended to confer rights or benefits on any person, firm or entity not a party hereto; it being the intention of the parties that there be no third party beneficiaries to the Contract.
45. **WAIVER**: No claim or right arising out of a breach of the Contract can be discharged in whole or in part by a waiver or renunciation of the claim or right unless the waiver or renunciation is supported by consideration and is in writing signed by the aggrieved party. No waiver by either the Contractor or the City of any one or more events of default by the other party shall operate as, or be construed to be, a permanent waiver of any rights or obligations under the Contract, or an express or implied acceptance of any other existing or future default or defaults, whether of a similar or different character.
46. **MODIFICATIONS**: The Contract can be modified or amended only by a writing signed by both parties. No pre-printed or similar terms on any the Contractor invoice, order or other document shall have any force or effect to change the terms, covenants, and conditions of the Contract.
47. **INTERPRETATION**: The Contract is intended by the parties as a final, complete and exclusive statement of the terms of their agreement. No course of prior dealing between the parties or course of performance or usage of the trade shall be relevant to supplement or explain any term used in the Contract. Although the Contract may have been substantially drafted by one party, it is the intent of the parties that all provisions be construed in a manner to be fair to both parties, reading no provisions more strictly against one party or the other. Whenever a term defined by the Uniform Commercial Code, as enacted by the State of Texas, is used in the Contract, the UCC definition shall control, unless otherwise defined in the Contract.

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48. DISPUTE RESOLUTION:

- A. If a dispute arises out of or relates to the Contract, or the breach thereof, the parties agree to negotiate prior to prosecuting a suit for damages. However, this section does not prohibit the filing of a lawsuit to toll the running of a statute of limitations or to seek injunctive relief. Either party may make a written request for a meeting between representatives of each party within fourteen (14) calendar days after receipt of the request or such later period as agreed by the parties. Each party shall include, at a minimum, one (1) senior level individual with decision-making authority regarding the dispute. The purpose of this and any subsequent meeting is to attempt in good faith to negotiate a resolution of the dispute. If, within thirty (30) calendar days after such meeting, the parties have not succeeded in negotiating a resolution of the dispute, they will proceed directly to mediation as described below. Negotiation may be waived by a written agreement signed by both parties, in which event the parties may proceed directly to mediation as described below.
- B. If the efforts to resolve the dispute through negotiation fail, or the parties waive the negotiation process, the parties may select, within thirty (30) calendar days, a mediator trained in mediation skills to assist with resolution of the dispute. Should they choose this option, the City and the Contractor agree to act in good faith in the selection of the mediator and to give consideration to qualified individuals nominated to act as mediator. Nothing in the Contract prevents the parties from relying on the skills of a person who is trained in the subject matter of the dispute or a contract interpretation expert. If the parties fail to agree on a mediator within thirty (30) calendar days of initiation of the mediation process, the mediator shall be selected by the Travis County Dispute Resolution Center (DRC). The parties agree to participate in mediation in good faith for up to thirty (30) calendar days from the date of the first mediation session. The City and the Contractor will share the mediator's fees equally and the parties will bear their own costs of participation such as fees for any consultants or attorneys they may utilize to represent them or otherwise assist them in the mediation.

49. **JURISDICTION AND VENUE:** The Contract is made under and shall be governed by the laws of the State of Texas, including, when applicable, the Uniform Commercial Code as adopted in Texas, V.T.C.A., Bus. & Comm. Code, Chapter 1, excluding any rule or principle that would refer to and apply the substantive law of another state or jurisdiction. All issues arising from this Contract shall be resolved in the courts of Travis County, Texas and the parties agree to submit to the exclusive personal jurisdiction of such courts. The foregoing, however, shall not be construed or interpreted to limit or restrict the right or ability of the City to seek and secure injunctive relief from any competent authority as contemplated herein.

50. **INVALIDITY:** The invalidity, illegality, or unenforceability of any provision of the Contract shall in no way affect the validity or enforceability of any other portion or provision of the Contract. Any void provision shall be deemed severed from the Contract and the balance of the Contract shall be construed and enforced as if the Contract did not contain the particular portion or provision held to be void. The parties further agree to reform the Contract to replace any stricken provision with a valid provision that comes as close as possible to the intent of the stricken provision. The provisions of this section shall not prevent this entire Contract from being void should a provision which is the essence of the Contract be determined to be void.

51. **HOLIDAYS:** The following holidays are observed by the City:

<u>Holiday</u>	<u>Date Observed</u>
New Year's Day	January 1
Martin Luther King, Jr.'s Birthday	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	November 11

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Thanksgiving Day	Fourth Thursday in November
Friday after Thanksgiving	Friday after Thanksgiving
Christmas Eve	December 24
Christmas Day	December 25

If a Legal Holiday falls on Saturday, it will be observed on the preceding Friday. If a Legal Holiday falls on Sunday, it will be observed on the following Monday.

52. **SURVIVABILITY OF OBLIGATIONS:** All provisions of the Contract that impose continuing obligations on the parties, including but not limited to the warranty, indemnity, and confidentiality obligations of the parties, shall survive the expiration or termination of the Contract.

53. **NON-SUSPENSION OR DEBARMENT CERTIFICATION:**

The City of Austin is prohibited from contracting with or making prime or sub-awards to parties that are suspended or debarred or whose principals are suspended or debarred from Federal, State, or City of Austin Contracts. By accepting a Contract with the City, the Vendor certifies that its firm and its principals are not currently suspended or debarred from doing business with the Federal Government, as indicated by the General Services Administration List of Parties Excluded from Federal Procurement and Non-Procurement Programs, the State of Texas, or the City of Austin.

54. **EQUAL OPPORTUNITY**

A. **Equal Employment Opportunity:** No Contractor, or Contractor's agent, shall engage in any discriminatory employment practice as defined in Chapter 5-4 of the City Code. No Offer submitted to the City shall be considered, nor any Purchase Order issued, or any Contract awarded by the City unless the Offeror has executed and filed with the City Purchasing Office a current Non-Discrimination Certification. Non-compliance with Chapter 5-4 of the City Code may result in sanctions, including termination of the contract and the Contractor's suspension or debarment from participation on future City contracts until deemed compliant with Chapter 5-4.

B. **Americans with Disabilities Act (ADA) Compliance:** No Contractor, or Contractor's agent, shall engage in any discriminatory practice against individuals with disabilities as defined in the ADA, including but not limited to: employment, accessibility to goods and services, reasonable accommodations, and effective communications.

55. **INTERESTED PARTIES DISCLOSURE**

As a condition to entering the Contract, the Business Entity constituting the Offeror must provide the following disclosure of Interested Parties to the City prior to the award of a contract with the City on Form 1295 "Certificate of Interested Parties" as prescribed by the Texas Ethics Commission for any contract award requiring council authorization. The Certificate of Interested Parties Form must be completed on the Texas Ethics Commission website, printed, and signed by the authorized agent of the Business Entity with acknowledgment that disclosure is made under oath and under penalty of perjury. The City will submit the "Certificate of Interested Parties" to the Texas Ethics Commission within 30 days of receipt from the successful Offeror. The Offeror is reminded that the provisions of Local Government Code 176, regarding conflicts of interest between the bidders and local officials remains in place. Link to Texas Ethics Commission Form 1295 process and procedures below:

https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

56. **BUY AMERICAN ACT-SUPPLIES (Applicable to certain Federally funded requirements)**

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- A. Definitions. As used in this paragraph –
- i. "Component" means an article, material, or supply incorporated directly into an end product.
 - ii. "Cost of components" means -
 - (1) For components purchased by the Contractor, the acquisition cost, including transportation costs to the place of incorporation into the end product (whether or not such costs are paid to a domestic firm), and any applicable duty (whether or not a duty-free entry certificate is issued); or
 - (2) For components manufactured by the Contractor, all costs associated with the manufacture of the component, including transportation costs as described in paragraph (1) of this definition, plus allocable overhead costs, but excluding profit. Cost of components does not include any costs associated with the manufacture of the end product.
 - iii. "Domestic end product" means-
 - (1) An unmanufactured end product mined or produced in the United States; or
 - (2) An end product manufactured in the United States, if the cost of its components mined, produced, or manufactured in the United States exceeds 50 percent of the cost of all its components. Components of foreign origin of the same class or kind as those that the agency determines are not mined, produced, or manufactured in sufficient and reasonably available commercial quantities of a satisfactory quality are treated as domestic. Scrap generated, collected, and prepared for processing in the United States is considered domestic.
 - iv. "End product" means those articles, materials, and supplies to be acquired under the contract for public use.
 - v. "Foreign end product" means an end product other than a domestic end product.
 - vi. "United States" means the 50 States, the District of Columbia, and outlying areas.
- B. The Buy American Act (41 U.S.C. 10a - 10d) provides a preference for domestic end products for supplies acquired for use in the United States.
- C. The City does not maintain a list of foreign articles that will be treated as domestic for this Contract; but will consider for approval foreign articles as domestic for this product if the articles are on a list approved by another Governmental Agency. The Offeror shall submit documentation with their Offer demonstrating that the article is on an approved Governmental list.
- D. The Contractor shall deliver only domestic end products except to the extent that it specified delivery of foreign end products in the provision of the Solicitation entitled "Buy American Act Certificate".

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The following Supplemental Purchasing Provisions apply to this solicitation:

1. **EXPLANATIONS OR CLARIFICATIONS** (reference paragraph 5 in Section 0200)

All requests for explanations or clarifications must be submitted in writing to the Purchasing Office by no later than 1:00 PM, one (1) week prior to the proposal due date. Submissions may be made via email to erika.larsen@austintexas.gov, or via fax at (512) 974-2388.

2. **INSURANCE:** Insurance is required for this solicitation.

A. **General Requirements.** See Section 0300, Standard Purchase Terms and Conditions, paragraph 32, entitled Insurance, for general insurance requirements.

- i. The Contractor shall provide a Certificate of Insurance as verification of coverages required below to the City at the below address prior to contract execution and within 14 calendar days after written request from the City. Failure to provide the required Certificate of Insurance may subject the Offer to disqualification from consideration for award.
- ii. The Contractor shall not commence work until the required insurance is obtained and until such insurance has been reviewed by the City. Approval of insurance by the City shall not relieve or decrease the liability of the Contractor hereunder and shall not be construed to be a limitation of liability on the part of the Contractor.
- iii. The Contractor must also forward a Certificate of Insurance to the City whenever a previously identified policy period has expired, or an extension option or holdover period is exercised, as verification of continuing coverage.
- iv. The Certificate of Insurance, and updates, shall be mailed to the following address:

City of Austin Purchasing Office
P. O. Box 1088
Austin, Texas 78767
- v. Applicable to all insurance policies: If coverage is underwritten on a claims-made basis, the retroactive date shall be coincident with or prior to the date of this Contract and the certificate of insurance shall state that the coverage is claims made and the retroactive date. The Contractor shall maintain continuous coverage for the duration of this Contract and for not less than twenty-four (24) months following final completion of the work. Coverage, including any renewals, shall have the same retroactive date as the original policy applicable to the work. The Contractor shall, on at least an annual basis, provide the OWNER with a certificate of insurance as evidence of such insurance.

B. **Specific Coverage Requirements:** The Contractor shall at a minimum carry insurance in the types and amounts indicated below for the duration of the Contract, including extension options and hold over periods, and during any warranty period. These insurance coverages are required minimums and are not intended to limit the responsibility or liability of the Contractor.

- i. **Worker's Compensation and Employers' Liability Insurance:** Coverage shall be consistent with statutory benefits outlined in the Texas Worker's Compensation Act (Section 401). The minimum policy limits for Employer's Liability are \$100,000 bodily injury each accident, \$500,000 bodily injury by disease policy limit and \$100,000 bodily injury by disease each employee.
 - 1) The Contractor's policy shall apply to the State of Texas and include these endorsements in favor of the City of Austin:
 - a) Waiver of Subrogation, Form WC420304, or equivalent coverage
 - b) Thirty (30) days Notice of Cancellation, Form WC420601, or equivalent coverage

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- ii. Commercial General Liability Insurance: The minimum bodily injury and property damage per occurrence are \$500,000 for coverages A (Bodily Injury and Property Damage) and B (Personal and Advertising Injury).
- 1) The policy shall contain the following provisions:
 - a) Contractual liability coverage for liability assumed under the Contract and all other Contracts related to the project.
 - b) Contractor/Subcontracted Work.
 - c) Products/Completed Operations Liability for the duration of the warranty period.
 - 2) The policy shall also include these endorsements in favor of the City of Austin:
 - a) Waiver of Subrogation, Endorsement CG 2404, or equivalent coverage
 - b) Thirty (30) days Notice of Cancellation, Endorsement CG 0205, or equivalent coverage
 - c) The City of Austin listed as an additional insured, Endorsement CG 2010, or equivalent coverage
- iii. Business Automobile Liability Insurance: The Contractor shall provide coverage for all owned, non-owned and hired vehicles with a minimum combined single limit of \$500,000 per occurrence for bodily injury and property damage. Alternate acceptable limits are \$250,000 bodily injury per person, \$500,000 bodily injury per occurrence and at least \$100,000 property damage liability per accident.
- 1) The policy shall include these endorsements in favor of the City of Austin:
 - a) Waiver of Subrogation, Endorsement CA0444, or equivalent coverage
 - b) Thirty (30) days Notice of Cancellation, Endorsement CA0244, or equivalent coverage
 - c) The City of Austin listed as an additional insured, Endorsement CA2048, or equivalent coverage.
- iv. Garage Liability Coverage: The Contractor may provide Garage Liability coverage in place of the Commercial General Liability and Business Automobile Liability policies. The Garage Liability policy shall provide a minimum limit of liability of \$500,000 Auto Only / \$500,000 Aggregate other than Auto. Coverage shall be provided for all owned, hired, and non-owned vehicles.
- 1) The policy shall include these endorsements in favor of the City of Austin:
 - a) Waiver of Subrogation
 - b) Thirty (30) days Notice of Cancellation
 - c) The City of Austin listed as an additional insured
- v. Property Coverage: The Contractor shall provide all risk physical loss coverage for the vehicle and equipment in the care, custody, and control of the Contractor. Coverage shall continue until the work is accepted by the City. The limit of coverage required is the total estimated actual cash value of vehicles/equipment in the Contractor's care, custody, and control at any given time. The minimum limit of liability shall be \$100,000 with the ability to be increased to \$500,000 during the Contract term.
- 1) City of Austin shall be added as a loss payee.
- vi. Garagekeepers Liability. The Contractor may provide Garagekeepers Liability for the required property coverage for vehicles in the care, custody, and control of the Contractor. Comprehensive and collision coverage shall be provided on a Legal Liability basis. The limit of coverage required is the total estimated actual cash value of vehicles in the Contractors care, custody, and control at any given time. The minimum limit of liability shall be \$100,000 with the ability to be increased to \$500,000 during the Contract term.
- 1) City of Austin shall be added as a loss payee.

Note: If shipment is made by common carrier, then the requirements for Workers Compensation Employee Liability and Business Automobile Liability Insurance are not required. The Contractor must provide a written statement if a common carrier will be used to deliver parts.

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- C. Endorsements. The specific insurance coverage endorsements specified above, or their equivalents must be provided. In the event that endorsements, which are the equivalent of the required coverage, are proposed to be substituted for the required coverage, copies of the equivalent endorsements must be provided for the City's review and approval.

3. TERM OF CONTRACT

- A. The Contract shall be in effect for an initial term of 24 months and may be extended thereafter for up to three (3) additional 12-month periods, subject to the approval of the Contractor and the City Purchasing Officer or designee.
- B. Upon expiration of the initial term or period of extension, the Contractor agrees to hold over under the terms and conditions of this Contract for such a period of time as is reasonably necessary to re-solicit and/or complete the project (not to exceed 120 days unless mutually agreed on in writing).
- C. Upon written notice to the Contractor from the City's Purchasing Officer or designee and acceptance of the Contractor, the term of this contract shall be extended on the same terms and conditions for an additional period as indicated in paragraph "A" above.
- D. Prices are firm and fixed for the first twelve (12) months. Thereafter, price changes are subject to the Economic Price Adjustment provisions of this Contract.

4. PRE-AWARD

- A. Prior to awarding a Contract, the City reserves the right to visit the premises of any Offeror being considered for a Contract. The site visit will be made during the evaluation process to determine whether or not the Offeror has the appropriate facilities, equipment, inventory, licenses, registrations, permits, and qualified personnel to perform according to the Scope of Work (Section 0500). Offerors, who in the City's opinion, do not have the resources to perform, will not be considered for Contract award regardless of their Bid price. The Offeror shall furnish, or cause to be furnished, without additional charge, all reasonable assistance to the City to facilitate the site visit.
- B. In addition, in order to determine if the Offeror is responsible, the City reserves the right to review the Offeror's plan to comply with the requirement to make "Code Red" deliveries and "Expedited Services" as specified in the Scope of Work. Offerors who, in the City's opinion, do not have existing Agreements or resources in place will not be considered for Contract award regardless of their Bid price.

5. POST-AWARD

- A. The Contractor may be required to attend a post award meeting with City personnel within thirty (30) calendar days after Contract award. The purpose of the meeting is to discuss the terms and conditions of the contract.
- B. The City may perform site visits during the term of the Contract to verify that the Contractor or the Contractor's Subcontractor maintains the appropriate facilities, equipment, inventory, licenses, registrations, permits, and qualified personnel to perform according to the Scope of Work (Section 0500). The Contractor, or the Contractor's Subcontractor shall furnish, or cause to be furnished, without additional charge, all reasonable assistance to the City to facilitate the site visit.

6. QUANTITIES

The quantities listed herein are estimates for the period of the Contract. The City reserves the right to purchase more or less of these quantities as may be required during the Contract term. Quantities will be as needed and specified by the City for each order. Unless specified in the solicitation, there are no minimum order quantities.

7. PICKUP AND / OR DELIVERY REQUIREMENTS

- A. Pickups and deliveries shall be made as specified in the Scope of Work, Section 0500, after the order is placed. See Section 0505, for delivery locations.

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B. Unless requested by the City, pickups and deliveries shall not be made on City-recognized legal holidays (reference paragraph 51 in Section 0300).

C. For Parts:

- i. All orders must be shipped complete unless arrangements for partial shipments are made in advance.
- ii. The Contractor shall provide, with each delivery, a Shipping or Delivery Ticket showing the description of each item, quantity, and unit price.
- iii. No additional delivery charges (FedEx, UPS, etc.) will be paid by the City for any shipment unless the Fleet delivery order specifically states "Code Red" and "Code Red" is noted on the invoice. (NOTE: The term "Code Red" means that there is a critical need for the shipment such that the City is willing to pay expedited shipping charges for delivery as specified in the Scope of Work).

D. For Repairs:

- i. The Contractor shall provide, with each delivery, an itemized invoice with the following information:

Date the City authorized repairs
List of repairs made
Date repairs were completed
Itemized list of parts and products used for the repairs
Number of labor hours associated with the repairs
The vehicle or piece of equipment identification number (license plate, Vehicle Identification Number (VIN) or unit number)

8. INVOICES and PAYMENT (reference paragraphs 12 and 13 in Section 0300)

- A. Invoices shall contain a unique invoice number and the information required in Section 0300, paragraph 12, entitled "Invoices." Additionally, invoices shall include a unique Purchase or Delivery Order Number and the following information, as applicable: pricing, the number of labor hours, equipment and/or part numbers, descriptions and quantities, the vehicle or piece of equipment identification number (license plate, VIN or unit number), credit for core charge for core exchanges, documentation to support all parts charged to the City, the Contractor's business name, "remit to" name and address, and the taxpayer identification number. The taxpayer identification number on the invoice must exactly match the information in the Vendor's registration with the City. Invoices received without all required information cannot be processed and will be returned to the Contractor.
- B. Unless otherwise instructed in writing, the City may rely on the remittance address specified on the Contractor's invoice. The City cannot process payments to or for a Third Party on behalf of the Contractor until the Third Party has been approved by the City and included in the Vendor's registration with the City.
- C. Invoices shall be mailed to the Service Center that placed the order (See Section 0505, for Fleet Services Department delivery locations).
- D. Monthly statements shall be mailed to the below address:

	City of Austin
Department	Fleet Services
Attn:	Accounts Payable
Address	1190 Hargrave Street
City, State Zip Code	Austin, TX 78702

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	City of Austin
Department	Department of Aviation
Attn:	Accounts Payable
Address	3600 Presidential Blvd, Suite 411
City, State Zip Code	Austin, TX 78719
Email	abia.invoices@austintexas.gov

- E. The Contractor agrees to accept payment by credit card, check, or Electronic Funds Transfer (EFT) for all goods and/or services provided under the Contract. The Contractor shall factor the cost of processing credit card payments into the Offer. There shall be no additional charges, surcharges, or penalties to the City for payments made by credit card.
- F. Final invoices at the end of the Contract must be received at the Service Center that placed the order within thirty (30) calendar days after the Contract expiration date to be considered for payment. No exceptions to this 30-day submission requirement will be considered.

9. VERIFICATION OF CONTRACTOR'S LABOR HOURS AND PARTS PRICING

- A. Labor hours must be based on published industry standards where they apply. In areas where such standards have not been published, the City reserves the right to restrict labor hours based on historic experience for like repairs.
- B. City personnel will review invoices to determine the accuracy of charges invoiced. The review will be performed using the Bid Sheet, Section 0600, in effect at the time of contract award, revisions approved by the City, and the percentage mark up or discount as indicated on the bid sheet.
- C. If during the review the pricing is found to be different, the Contractor shall reimburse the City for the amount overcharged within thirty (30) calendar days after written notification from the Contract Manager.

10. RESTOCKING FEES

- A. The Contractor may bill the City restocking fees (limited to 5% of the total cost of the item or items returned) for parts that are ordered by the City under the Contract and returned for refund; except that no restocking fee shall be billed for any parts returned within thirty (30) calendar days after receipt or for any parts returned during a quarterly stock lift. The Contractor is not obligated to accept for refund any part that is not resalable and/or not in the same condition as when purchased.
- B. The City will permit a restocking fee greater than 5% only in the event that the manufacturer charges the Contractor a restocking fee greater than 5%. In order to qualify for the higher restocking fee, the Contractor shall be required to submit written evidence of the manufacturer's higher restocking fee.

11. UNUSED INVENTORY (STOCK LIFT)

- A. The City may require a stock lift on a quarterly basis. When required, the Contractor shall pick up and credit the City's account for items purchased during the Contract term which have not been used or have become obsolete for the City's needs, provided that these items are in the original cartons and in marketable condition. The amount credited to the City's account shall be the original purchase price for the items.
- B. The date for the quarterly stock lift shall be mutually agreed upon between the Contractor and the City's Materials Control Manager or designee.
- C. No restocking fees will be assessed for parts returned during a quarterly stock lift.

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- D. At the end of the final Contract term, if the Contractor is not the successful vendor for the replacement Contract, when requested by the City, the Contractor shall pick up and refund the City for items purchased during the Contract term which were not used, provided the items are in the original cartons and in marketable condition. The amount refunded to the City shall be the original purchase price for the items less the restocking fee as outlined in the Restocking Fees provision above.

12. MATERIALS SPECIFICATIONS/DESCRIPTIVE LITERATURE

- A. If a solicitation refers to a Qualified Products List (QPL), Standard Products List (SPL) or a manufacturer's name and product, any Offeror offering products not referenced in the solicitation must submit as part of their Offer materials specifications/descriptive literature for the non-referenced product. Materials specifications/descriptive literature must be identified to show the item(s) in the Offer to which it applies.
- B. Materials specifications/descriptive literature are defined as product manufacturer's catalog pages, "cut sheets" applicable tests results, or related detailed documents that specify material construction, performance parameters, and any industrial standards that are applicable such as ANSI, ASTM, ASME, SAE, NFPA, NBS, EIA, ESL, and NSA. The submitted materials specifications/descriptive literature must include the manufacturer's name and product number of the product being offered.
- C. The failure of the materials specifications/descriptive literature to show that the product offered conforms to the requirements of the Solicitation shall result in rejection of the Offer.
- D. Failure to submit the materials specifications/descriptive literature as part of the Offer may subject the Offer to disqualification from consideration for award.

13. HAZARDOUS MATERIALS

- A. If this Solicitation involves hazardous materials, the Offeror shall furnish with the Offer Material Safety Data Sheets (SDS) (OSHA Form 20), on all chemicals and hazardous materials specifying the generic and trade name of product, product specification, and full hazard information including receiving and storage hazards. Instructions, special equipment needed for handling, information on approved containers, and instructions for the disposal of the material are also required.
- B. Submit copies of all documentation related to hazardous waste to both the Fleet Fuel Operations Manager and to the Fleet Occupational Health & Safety Specialist located within Fleet Administration.
- C. Failure to submit the SDS as part of the Offer may subject the Offer to disqualification from consideration for award.
- D. The SDS, instructions and information required in paragraph "A" above must be included with each shipment under the contract.

14. RECYCLED PRODUCTS

- A. The City prefers that Offerors offer products that contain recycled materials. When a recycled product is offered by the Offeror, the Offeror must state in their Offer the percentage of the product that is recycled and must include a list of the recycled materials that are contained in the product.
- B. The recycled content of paper products offered to the City shall be in accordance with the Federal Environmental Protection Agency's Recycled Product Procurement Guidelines. These guidelines are available at <http://www.epa.gov/cpg/>.
- C. Contract award for paper products will be made for recycled products unless the cost is more than 10% above the lowest price for non-recycled paper products as required in the City's Comprehensive Recycling Resolution.

15. PRICING REQUIREMENTS - SPECIFIED ITEMS

- A. The Specified Items listed in Section 0600 represent the most commonly purchased items. This list of parts is an annual estimate of Specified Parts that may be purchased under the resultant contract.

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- B. All Offerors shall submit firm fixed pricing for the Specified Items and Hourly Labor Rates for the first twelve (12) months of the contract. These prices may only be adjusted on the anniversary date of the Contract solely for the purpose of accommodating changes in the Contractor's direct costs. Any approved adjustment in the pricing of the Specified Items and Hourly Labor Rates shall remain firm for the next twelve (12) month period of the contract.
- C. Changes resulting from verifiable cost trends shall be made in accordance with the Economic Price Adjustment provision included in this Section 0400.

16. **PRICING REQUIREMENTS - NON-SPECIFIED ITEMS**

- A. The City may purchase additional items that are available from the Contractor in various quantities using the Published Price List(s) ("Price List(s)") identified in Section 0600 under the Non-Specified Parts Section.
- B. Offeror shall quote a percentage discount or markup to a Price List.
 - i. The percentage discount or markup shall be fixed throughout the term of the Contract, and are not subject to increase. They shall also remain firm through subsequent renewal periods if the City and the Contractor choose to renew the Contract.
 - ii. The Offeror may offer a different percentage discount or markup amount per manufacturer for any Non-Specified Part; however, parts within each manufacturer's product line must be priced by taking the stated list price and applying that percentage discount or markup.
- 1) **The Contractor shall submit two (2) CDs or electronic copies, if available, of the price list(s) upon which the discounts or markups are based to the Fleet Services Contract Manager specified herein within five (5) working days after Contract award.**
 - a) **The City will accept a printed copy only if no electronic format is available. NOTE: If a Price List(s) is no longer available in hard copy or electronic format, the Contractor shall grant the City access to a company website or company-owned local computer to research parts pricing for verification purposes.**
 - b) If the Contractor is unable to provide a CD, electronic copies, access to a company website, or a hard copy of the price list, the Contractor shall be required to document by written invoice from the supplier the cost for all parts charged to the City. The Contractor shall submit cost documentation with each invoice.
 - c) All price lists identified in the Offer shall clearly include the Offeror's name and address, the solicitation number, prices, title of the price list, the price list number, and the latest effective date of the price list. If the Offer is based on a discount or markup on a manufacturer's price list, the price list must also include the manufacturer's name, the manufacturer's latest effective date, and the manufacturer's price schedule. All price lists submitted become part of the Contract and will be used to place orders and to verify the percent discount or markup throughout the term of the Contract. Price list(s) submitted must include descriptions of items listed.
- C. The Price List(s) may be superseded or replaced during the Contract term only if price revisions are the result of the manufacturer's official price list revision. Written notification from the Contractor of price changes, along with two (2) copies of the documentation supporting the price revision must be submitted to the Buyer in the Purchasing Office with the effective date of change to be at least 30-calendar days after written notification. The City reserves the right to refuse any list revision.
- D. Failure to submit written notification of price list revisions will result in the rejection of new prices being invoiced. The City will only pay invoices according to the last approved price list.

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17. **LIVING WAGES:**

The City's Living Wage Program, Rule R161-17.14, is located at:

<http://www.austintexas.gov/edims/document.cfm?id=277854>

- A. The minimum wage required for all Contractor Employees (and all tiers of Subcontracting) directly assigned to this City Contract is \$14.00 per hour, unless Published Wage Rates are included in this solicitation. In addition, the City may stipulate higher wage rates in certain solicitations in order to assure quality and continuity of service.
- B. The City requires Contractors submitting Offers on this Contract to provide a certification (**see the Living Wages Contractor Certification included in the Solicitation**) with their Offer certifying that all Contractor Employees (and all tiers of Subcontracting) directly assigned to this City Contract will be paid a minimum living wage equal to or greater than \$14.00 per hour. The certification shall include a list of all Contractor Employees (and all tiers of Subcontracting) directly assigned to providing services under the resultant contract including their name and job title. The list shall be updated and provided to the City as necessary throughout the term of the Contract.
- C. The Contractor shall maintain throughout the term of the resultant contract basic employment and wage information for each employee as required by the Fair Labor Standards Act (FLSA).
- D. The Contractor shall provide to the Department's assigned Contract Manager with the first invoice, individual Employee Certifications for all Contractor Employees (and all tiers of Subcontracting) directly assigned to the contract. The City reserves the right to request individual Employee Certifications at any time during the contract term. Employee Certifications shall be signed by each Contractor Employee (and all tiers of Subcontracting) directly assigned to the contract. The Employee Certification form is available on-line at https://www.austintexas.gov/financeonline/vendor_connection/index.cfm.
- E. Contractor shall submit employee certifications for Contractor Employees (and all tiers of Subcontracting) annually on the anniversary date of contract award with the respective invoice to verify that employees are paid the Living Wage throughout the term of the contract. The Employee Certification Forms shall be submitted for Contractor Employees (and all tiers of Subcontracting) added to the contract and/or to report any employee changes as they occur.
- F. The Department's assigned Contract Manager will periodically review the employee data submitted by the Contractor to verify compliance with this Living Wage provision. The City retains the right to review employee records required in paragraph C above to verify compliance with this provision.

18. **NON-COLLUSION, NON-CONFLICT OF INTEREST, AND ANTI-LOBBYING**

- A. On November 10, 2011, the Austin City Council adopted Ordinance No. 20111110-052 amending Chapter 2.7, Article 6 of the City Code relating to Anti-Lobbying and Procurement. The policy defined in this Code applies to Solicitations for goods and/or services requiring City Council approval under City Charter Article VII, Section 15 (Purchase Procedures). During the No-Contact Period, Offerors or potential Offerors are prohibited from making a representation to anyone other than the Authorized Contact Person in the Solicitation as the contact for questions and comments regarding the Solicitation.
- B. If during the No-Contact Period an Offeror makes a representation to anyone other than the Authorized Contact Person for the Solicitation, the Offeror's Offer is disqualified from further consideration except as permitted in the Ordinance.
- C. If an Offeror has been disqualified under this article more than two times in a sixty (60) month period, the Purchasing Officer shall debar the Offeror from doing business with the City for a period not to exceed three (3) years, provided the Offeror is given written notice and a hearing in advance of the debarment.
- D. The City requires Offerors submitting Offers on this Solicitation to certify that the Offeror has not in any way directly or indirectly made representations to anyone other than the Authorized Contact Person during the No-Contact Period as defined in the Ordinance. The text of the City Ordinance is posted on the Internet at: <http://www.ci.austin.tx.us/edims/document.cfm?id=161145>

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19. **WORKFORCE SECURITY CLEARANCE AND IDENTIFICATION (ID)**

- A. Access to any Fleet Services facility by the Contractor, all subcontractors and their employees will be strictly controlled at all times by the City. Contractor employees may be asked to present a photo ID when on City property.
- B. Where denial of access by a particular person may cause the Contractor to be unable to perform any portion of the work of the contract, the Contractor shall so notify the City's Contract Manager, in writing, within ten (10) days of the receipt of notification of denial.
- C. Contractor personnel will be required to check in at the Service Writer's desk when entering or leaving all Fleet Services facilities. Failure to do so may be cause for removal of Contractor Personnel from the worksite, without regard to Contractor's schedule.
- D. The Contractor shall comply with all other security requirements imposed by the City and shall ensure that all employees and subcontractors are kept fully informed as to these requirements.

20. **ECONOMIC PRICE ADJUSTMENT –SPECIFIED PARTS AND/OR SERVICES**

- A. **Price Adjustments:** Prices shown in this Contract shall remain firm for the first twelve (12) calendar months of the Contract. After that, in recognition of the potential for fluctuation of the Contractor's cost, a price adjustment (increase or decrease) may be requested by either the City or the Contractor on the anniversary date of the Contract or as may otherwise be specified herein. The percentage change between the contract price and the requested price shall not exceed the percentage change between the specified index in effect on the date the solicitation closed and the most recent, non-preliminary data at the time the price adjustment is requested. The requested price adjustment shall not exceed twenty-five percent (25%) for any single line item and in no event shall the total amount of the contract be automatically adjusted as a result of the change in one or more line items made pursuant to this provision. Prices for products or services unaffected by verifiable cost trends shall not be subject to adjustment.
- B. **Effective Date:** Approved price adjustments will go into effect on the first day of the upcoming renewal period or anniversary date of contract award and remain in effect until contract expiration unless changed by subsequent amendment.
- C. **Adjustments:** A request for price adjustment must be made in writing and submitted to the other Party prior to the yearly anniversary date of the Contract; adjustments may only be considered at that time unless otherwise specified herein. Requested adjustments must be solely for the purpose of accommodating changes in the Contractor's direct costs. Contractor shall provide an updated price listing once agreed to adjustment(s) have been approved by the parties.
- D. **Indexes:** In most cases an index from the Bureau of Labor Standards (BLS) will be utilized; however, if there is more appropriate, industry recognized standard then that index may be selected.
 - i. The following definitions apply:
 - 1) **Base Period:** Month and year of the original contracted price (the solicitation close date).
 - 2) **Base Price:** Initial price quoted, proposed and/or contracted per unit of measure.
 - 3) **Adjusted Price:** Base Price after it has been adjusted in accordance with the applicable index change and instructions provided.
 - 4) **Change Factor:** The multiplier utilized to adjust the Base Price to the Adjusted Price.
 - 5) **Weight %:** The percent of the Base Price subject to adjustment based on an index change.
 - a) **Adjustment-Request Review:** Each adjustment-request received will be reviewed and compared to changes in the index(es) identified below. Where applicable:

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- (1) Utilize final Compilation data instead of Preliminary data.
- (2) If the referenced index is no longer available shift up to the next higher category index.

i. **Index Identification:**

Weight % or \$ of Base Price: 100%	
Database Name: Consumer Price Index – All Urban Consumers	
Series ID: CUUR0000SETD	
<input checked="" type="checkbox"/> Not Seasonally Adjusted	<input type="checkbox"/> Seasonally Adjusted
Geographical Area: U.S. City Average	
Description of Series ID: Motor Vehicle Maintenance & Repair	
This Index shall apply to the following items of the Bid Sheet / Cost Proposal: Service	

Weight % or \$ of Base Price: 100%	
Database Name: Consumer Price Index – All Urban Consumers	
Series ID: CURR0000SECT	
<input checked="" type="checkbox"/> Not Seasonally Adjusted	<input type="checkbox"/> Seasonally Adjusted
Geographical Area: U.S. City Average	
Description of Series ID: Motor Vehicle Parts & Equipment	
This Index shall apply to the following items of the Bid Sheet / Cost Proposal: Specified Parts	

E. **Calculation:** Price adjustment will be calculated as follows:

Single Index: Adjust the Base Price by the same factor calculated for the index change.

Index at time of calculation
Divided by index on solicitation close date
Equals Change Factor
Multiplied by the Base Rate
Equals the Adjusted Price

- F. If the requested adjustment is not supported by the referenced index, the City, as its sole discretion, may consider approving an adjustment on fully documented market increases.

21. **PERFORMANCE**

In the event that the Contractor cannot provide the deliverables required by this Contract, the Contractor must supply deliverables from other sources at the Contract price in accordance with the terms and conditions of the Contract. If the Contractor delays in the above, the City reserves the right to purchase the deliverables on the open market and charge the Contractor the difference between the Contract price and the purchase price.

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22. **NON-COMPLIANCE**

The City will not tolerate non-compliance to the City's terms and conditions and Scope of Work (Section 0500) as stated in the Contract. The City will be the sole judge evaluating any unacceptable performance under the Contract. The City will notify the Contractor of any unacceptable performance in writing. The Contractor shall prepare a written response to the Contract Manager within two (2) working days after receipt of the City's notification unless a longer period is specified in the City's written notice. The Contractor's response shall include action taken to correct and prevent unacceptable performance from reoccurring. The City may terminate the Contract for cause based on repetitive non-compliance pursuant to Paragraph 27 of Section 0300.

23. **CORES (whenever applicable)**

- A. Fleet Services will return cores within thirty (30) calendar days after installation of a new or rebuilt part.
- B. If Fleet Services does not return core(s) within thirty (30) calendar days, the Contractor must contact the Fleet Service Center Manager or designee, from where the part was delivered to request that the core be returned or to request reimbursement from the City for the Core(s) at the Contract rate. If the City pays for a core and later returns it to the Contractor, the City must be reimbursed.
- C. The City will not accept invoices for any core charges until thirty-one (31) calendar days after the installation of the new or rebuilt part.

24. **WARRANTY REQUIREMENTS - PARTS (reference Paragraph 21, Section 0300)**

- A. The Contractor warrants that all parts are free from manufacturer defects in material and workmanship for a minimum of twelve (12) months or for the standard period as provided by the manufacturer, whichever is for the greatest length of time.
- B. The warranty period for all parts shall not start until the part is installed on a unit as evidenced by the City's work order or the Contractor's invoice for repairs. A copy of the manufacturer's parts warranty shall be provided to the Service Center Manager or their designee within five (5) calendar days of request by the City.
- C. The Contractor further warrants that the parts supplied under this Contract will not void existing vehicle/equipment or manufacturer's warranties.

25. **WARRANTY REQUIREMENTS – SERVICES (reference Paragraph 22, Section 0300)**

- A. The Contractor warrants and represents that all services provided the City under the Contract will be fully and timely performed in a good and workmanlike manner in accordance with generally accepted industry standards and practices, the terms, conditions, and covenants of the Contract, and all applicable Federal, State and local laws, rules or regulations. The warranty period shall be for a minimum of twelve (12) months from acceptance of the services.
- B. The warranty period shall not start until the part is installed on a unit as evidenced by the Contractor's invoice for repairs. A copy of the labor and associated parts warranties shall be provided to the Fleet Service Center Manager or their designee with each repair.

26. **INTERLOCAL PURCHASING AGREEMENTS**

- A. The City has entered into Interlocal Purchasing Agreements with other governmental entities, pursuant to the Interlocal Cooperation Act, Chapter 791 of the Texas Government Code. The Contractor agrees to offer the same prices and terms and conditions to other eligible governmental agencies that have an Interlocal Agreement with the City.
- B. The City does not accept any responsibility or liability for the purchases by other governmental agencies through an Interlocal Agreement.

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27. **CONTRACT MANAGER**

- A. The following person is designated as Contract Manager, and will act as the contact point between the City and the Contractor during the term of the Contract:

Molly Strickland, Contract Compliance Specialist – Fleet Services

1190 Hargrave Street

Austin, TX 78702

Phone: 512-974-1749 or Email: molly.strickland@austintexas.gov

Department: Department of Aviation

Contact: Edgar Santiago

Phone: (512) 530-7565

Email: edgar.santiago@austintexas.gov

- B. The above listed Contract Manager is not the authorized Contact Person for purposes of the NON-COLLUSION, NON-CONFLICT OF INTEREST, AND ANTI-LOBBYING Provision of this Section; and therefore, contact with the Contract Manager is prohibited during the No-Contact Period.

**CITY OF AUSTIN
SCOPE OF WORK
PARTS AND REPAIR SERVICES FOR FORD VEHICLES
SOLICITATION NO.: ELL0058**

1. PURPOSE

The City of Austin (City) seeks to establish a contract with a qualified Contractor to provide Original Equipment Manufacturer (OEM) parts and repair services for City of Austin (City) **Ford vehicles** and equipment on an as-needed basis. The intent of this contract is to provide non-warranty repair services; however, the Contractor shall be authorized by the vehicle manufacturer to provide warranty repair services.

This contract will be utilized by the City's Fleet Services department and the City's Aviation department. The City reserves the right to allow other City departments to utilize the Contract.

The City intends to solicit bids in response to this solicitation and reserves the right to compare those bids to established cooperative purchasing organization contracts operating within the State of Texas and authorized by the Austin City Council. If cooperative purchasing prices are lower than the bid prices received, the City reserves the right to make multiple contract awards between a cooperative and the lowest, responsive and responsible bidder, or reject all bids entirely and award the entire contract to a supplier available through a cooperative purchasing agreement. A Successful Bidder may be awarded the entire contract or select line items.

Any services that have been omitted from this scope of work that are clearly necessary or in conformance shall be considered a requirement although not directly specified or called for in the scope of work.

2. DEFINITIONS

- 2.1. Stock Parts: high turnover parts that are most commonly needed by the City.
- 2.2. Non-Stock Parts: low usage, high dollar parts that are not kept in inventory.
- 2.3. Back-ordered (or Out-of-Stock) Parts: parts that are not currently in stock but have been ordered or will be ordered.
- 2.4. Code Red: a term used by the City to designate that the parts are critical to providing services to the public to the extent that the City is willing to pay expedited shipping charges.
- 2.5. Service Center: any City facility where vehicles and equipment are repaired or serviced.
- 2.6. Expedited Services: the City requires priority repair services for City-owned vehicles and/or equipment.
- 2.7. Off-shift hours: any hours other than Monday through Friday from 7:00 A.M. through 5:00 P.M. local time.
- 2.8. Repair: to return or restore a broken, damaged, or failed part, vehicle, or piece of equipment to an acceptable operating or usable condition or state.
- 2.9. Special Order Items: parts that are hard to find such as parts for older vehicles that are no longer manufactured, parts that are made to order or new parts that have a limited supply.
- 2.10. Emergency Services: services provided by the Contractor during an emergency or major disaster to repair City vehicles and/or equipment ahead of all other vehicles and/or equipment at the Contractor's facility.

3. CONTRACTOR QUALIFICATIONS

The Contractor shall:

- 3.1. Be a manufacturer's authorized representative for Ford parts and shall have an operational repair facility regularly engaged in the business of providing the parts and repair services specified herein for a minimum of three (3) consecutive years within the last five (5) years.

**CITY OF AUSTIN
SCOPE OF WORK
PARTS AND REPAIR SERVICES FOR FORD VEHICLES
SOLICITATION NO.: ELL0058**

- 3.2. Furnish customer references as required in Section 0700 of the solicitation. In addition, the Contractor shall furnish a minimum of three (3) professional references from current parts suppliers within five (5) calendar days after written request by the City. Professional references shall be on suppliers' letterhead and shall provide pertinent information regarding the relationship, such as the length of time the Contractor has worked with the supplier.
- 3.3. Be a manufacturer authorized warranty repair facility for the vehicles and equipment specified herein and equipped with all tools, diagnostic equipment, and supplies necessary to repair and provide warranty services (when requested by the City).
- 3.4. Have a facility with adequate warehouse space and equipped with parts, supplies and equipment necessary to satisfy the requirements of the contract. In order to minimize downtime of City vehicles or equipment, the facility shall be located within 30 miles of the Texas State Capitol.
- 3.5. Maintain a storage area that is secure from vandalism or theft, for all City vehicles and equipment at the Contractor's location.
- 3.6. Have a minimum of two (2) Ford Certified service technicians to work on the Ford vehicles and equipment specified herein.
- 3.7. Be able to verify that all service technicians have had sufficient training with a minimum of three (3) years hands-on experience within the last five (5) years working on the vehicles specified herein. Training certificates and/or documentation shall be provided to the City within five (5) calendar days after written request.

4. CONTRACTOR'S RESPONSIBILITIES FOR REPAIR SERVICES

The Contractor shall:

- 4.1. Provide all labor, parts, equipment, materials, tools, supervision, and transportation required to perform repairs to City vehicles according to the manufacturer's recommended repair techniques and standards.
- 4.2. Perform all repair services on the Contractor's premises.
- 4.3. Provide a point of contact for receiving orders from the City within five (5) working days after contract award. A Service Center Manager or designee will contact the Contractor by telephone, e-mail, or fax, to place an order for repairs.
- 4.4. Pick up and/or return all City vehicles and equipment to and/or from the Contractor's premises where the repair services shall be completed, unless other instructions are given. The Contractor shall pick up vehicles and equipment in need of repair(s) within one (1) working day after City notification and returned within one (1) working day after completion of the repair(s), or at a time mutually agreed to between the Contractor and the Service Center Manager or designee.
 - 4.4.1. On occasion, the City will provide transportation for vehicles or equipment to the Contractor's premises. Upon completion of repairs, the Contractor shall deliver the vehicles or equipment back to the City within one (1) working day after completion of the repair(s) unless otherwise specified in the delivery order.
- 4.5. Diagnose the vehicle or equipment for repairs and provide a written cost estimate to the Service Center Manager or designee within two (2) working days after taking possession of the vehicle or equipment. The written cost estimate shall include:
 - The cause of failure
 - The correction or repair needed
 - Estimated labor hours and cost
 - Description and cost of parts
 - Total cost to complete repair services

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- Total amount of time needed to complete repairs
 - The vehicle or equipment identification number (license plate, VIN or unit number)
- 4.5.1. The Service Center Manager or designee will provide written authorization (e.g. email) to proceed with the repairs after evaluating the estimate. Authorization will include a unique delivery order number. The Contractor shall not proceed with repairs based on verbal authorizations and assumes all liability and responsibility for repairs performed based on such verbal authorizations.
- 4.6. Submit a new cost estimate if the cost of the necessary repairs increases from the original cost estimate due to hidden damage. The new cost estimate shall list the additional repairs and costs and shall be submitted to the Service Center Manager or designee for written (e.g. email) approval prior to performing the hidden damage repairs.
- 4.7. Complete the repairs within the timeframe specified in the estimate after receipt of written approval to proceed with the repairs from the Service Center Manager or designee. If more time is required to complete the necessary repairs, the Contractor shall request an extension in writing (e.g. email) that includes the reason for the extension and the date repairs shall be completed. The Service Center Manager or designee will approve the Contractor's request for extension in writing (e.g. email).
- 4.8. Expect the City to inspect the repairs for compliance with all contract requirements and to ensure repairs were completed in a satisfactory manner. If upon inspection the City detects deficiencies, the City may reject the repairs and the Contractor shall be required to make the necessary adjustments or correct the repairs at its own expense. This includes round trip transportation, if applicable. If corrective work is required, the Contractor shall arrange for pickup of the vehicle or equipment within one (1) working day of notification. The Contractor shall complete corrective work within one (1) working day unless the Service Center Manager or designee approves additional time in writing (e.g. email).
- 4.9. Anticipate that the City may test and/or inspect all repairs during the term of the Contract. The City reserves the right to conduct any tests or inspections deemed necessary to ensure repairs and parts conform to the vehicle or equipment manufacturer's specifications. Inspections completed by the City will not relieve the Contractor of its obligation to ensure all repairs, articles, materials, and parts are consistent with the vehicle or equipment manufacturer's specifications, and are fit for their intended use.
- 4.10. Be responsible for any damage by the Contractor or Contractor's Subcontractor to City vehicles, equipment, buildings, and/or property. The Contractor shall repair any damage at its own expense.
- 4.11. Be responsible for risk of loss or damage to all vehicles, equipment and/or parts in the care, custody, and control of the Contractor until accepted by the Service Center Manager or designee.
- 4.12. The Contractor shall provide an itemized invoice to the Service Center Manager or designee, upon completion of each repair. The invoice shall include the following information.
- Date the City authorized repairs
 - List of repairs made
 - Date repairs were completed
 - Itemized list of parts and other products used for the repairs
 - Number of labor hours associated with the repairs
 - The vehicle or piece of equipment identification number (license plate, VIN, or unit number)
- 4.13. Return all non-usable cores to the Service Center Manager or designee, upon completion of each repair, if cores are applicable to the repair. The Contractor shall not charge the City for usable cores from City vehicles or equipment repaired at the Contractor's facility.
- 4.14. Provide the parts removed during repair of the vehicle or equipment for verification purposes upon request by the Service Center Manager or designee.

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- 4.15. Properly recycle and/or dispose of hazardous waste, including used and contaminated lubricants and/or filters. Costs for recycling or disposal fees shall be factored into the Offer and not charged separately on an invoice.
 - 4.15.1. The Contractor shall provide, a copy of all documentation related to hazardous waste and the standard transportation manifest showing the proper disposition of all hazardous waste with each invoice.
 - 4.15.2. The Contractor shall comply with all health, safety and environmental laws (see Paragraph 11 in Section 0300).
- 4.16. Provide a 12-month labor warranty for all repair services. The Contractor shall provide a copy of the labor warranty to the Service Center Manager or designee upon request.
- 4.17. Notify the Contract Manager and the Service Center Manager or designee of recall notices, warranty replacements, safety notices, or any applicable notice regarding all parts used. Failure to report this within fifteen (15) calendar days after receipt of notice may result in cancellation of the contract.
- 4.18. Provide a report monthly, yearly, or a mutually agreed upon schedule of all repairs performed for the City.
 - 4.18.1. The report shall itemize repairs by date, Service Center that placed the order, type of repair, cost for labor (including hours and rates), description and cost for parts, total cost of repair, and the repaired vehicle or equipment identification number (license plate, VIN or unit number).
 - 4.18.2. The City prefers that the report be in an electronic format that may be sorted or other City-approved format. The report shall be submitted in format mutually agreed upon between the City and the Contractor.
- 4.19. Provide Expedited Services when specified in the delivery order.
 - 4.19.1. The Contractor may assess a flat dollar amount per vehicle or equipment repair for Expedited Services as specified on the Bid Sheet, Section 0600.
 - 4.19.2. The Contractor shall note Expedited Services on the invoice when authorized by the City.

5. CONTRACTOR'S RESPONSIBILITIES FOR PARTS

5.1. All Parts

The Contractor shall:

- 5.1.1. Stock or have immediate access to lubricants and parts inventory sufficient to fill stock orders 95% of the time. The stock level requirement shall be a two-week supply of inventory, which will be mutually agreed to between the Contractor and the Contract Manager or designee after contract award. Any changes to the stock level list shall be mutually agreed upon between the Contractor and the Contract Manager or designee in writing.
- 5.1.2. Provide OEM parts. If OEM parts are not available, any parts that are not OEM shall be approved by the Service Center Manager or designee in writing (e.g., email), and shall be equivalent to or better than the manufacturer's parts originally installed on the respective vehicle.
- 5.1.3. Provide new parts, except for core components on renewed assemblies. Parts shall meet all applicable federal, state and local requirements for quality and safety.
 - 5.1.2.1. Used, factory seconds, shopworn, demonstrator, prototype, and discontinued parts or materials are not acceptable.

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- 5.1.2.2. Remanufactured or rebuilt parts may be used if new parts are not available or if the City requests them in writing (e.g. email).
- 5.1.2.3. Any remanufactured or rebuilt parts must be approved by the Service Center Manager or designee in writing (e.g., email), and shall be equivalent to or better than the manufacturer's parts originally installed on the respective vehicle or equipment.
- 5.1.4. Submit Published Price Lists for all parts to the Contract Manager as specified in Section 0400, Published Price Lists and Section 0600.
- 5.1.5. The City reserves the right to inspect the Contractor's, or the Contractor's Subcontractor's, parts inventory and/or repair facility as specified in the Pre-Award and Post-Award paragraphs in Section 0400.
- 5.1.6. Notify the Contract Manager and the Service Center Manager or designee of recall notices, warranty replacements, safety notices, or any applicable notice regarding all parts sold. Failure to report this within fifteen (15) calendar days after receipt of notice may result in cancellation of the contract.
- 5.1.7. The Contractor warrants that all repair parts are free from manufacturer defects in material and workmanship for a minimum of twelve (12) months or for the standard period as provided by the manufacturer, whichever is for the greatest length of time.
 - 5.1.7.1. The warranty period for all parts shall start when the Contractor installs the part on the vehicle or equipment as evidenced by the Contractor's invoice for repair services.
 - 5.1.7.2. This warranty shall provide for replacement parts and shall include pick up and return of the vehicle or equipment, removal of the defective part and installation of the replacement part at no additional cost.
 - 5.1.7.3. The Contractor further warrants that the parts installed under this Contract will not void any existing vehicle, equipment or manufacturer's warranties.

5.2. Parts Associated with Repairs

The Contractor shall:

- 5.2.1. Provide a copy of the manufacturer's parts warranty to the Service Center Manager or designee upon request.
- 5.2.2. Provide a report monthly, yearly, or a mutually agreed upon schedule of all parts associated with repairs purchased by requesting department. The report shall itemize parts by date installed, invoice number, part number, part description, price per part, Service Center that placed the order, and the total dollar amount for all parts purchased. The City prefers that the report be in an electronic sortable format or other mutually agreed to format.

5.3. Parts for the City's Inventory

The Contractor shall:

- 5.3.1. Understand that all inventory parts shall be ordered on an as-needed basis.
- 5.3.2. Understand that the City will provide the Contractor with a list of parts to maintain a stock level equivalent to two (2) weeks supply of inventory after Contract award. Should there be any changes to the stock level list, the Materials Control Manager will provide revisions in writing.
- 5.3.3. Provide a copy of the manufacturer's parts warranty to the Service Center Manager or designee within five (5) calendar days of request by the City.

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- 5.3.4. Provide a point of contact for receiving orders from the City to the City's Contract Manager within five (5) working days after contract award, or at a time mutually agreed to between the Contractor and the Contract Manager. A City representative from the Service Center will contact the Contractor by telephone, e-mail, or fax, to place an order for parts.
 - 5.3.4.1. The order shall include the part number, part description, quantity, delivery requirements and a unique delivery order number.
 - 5.3.4.2. The Contractor shall confirm the shipment quantity to the ordering Service Center representative by telephone, email or fax within two (2) hours after the City places the order.
- 5.3.5. Ship complete orders for parts unless arrangements for partial shipments are made in advance. The Contractor shall provide, with each delivery, an invoice showing the part number, description, quantity, and unit price for each item.
- 5.3.6. Deliver Stock Parts to the ordering Service Center based on time of order:
 - 5.3.6.1. Parts ordered before 10:00 A.M. shall be delivered to the ordering Service Center no later than 5:00 P.M. the same working day the order is placed.
 - 5.3.6.2. Parts ordered after 10:00 A.M. shall be delivered before noon the next working day after the order is placed.

5.4. Parts Orders

The Contractor shall:

- 5.4.1. Deliver Non-Stock Parts to the ordering Service Center within three (3) working days after a Service Center places an order. If delivery cannot be made as specified, the Contractor shall notify the ordering Service Center and provide an estimated delivery date.
- 5.4.2. Deliver Code Red orders within one (1) to two (2) working days as specified in the order.
 - 5.4.2.1. The delivery order will specify Code Red and the number of days when authorized by the City.
 - 5.4.2.2. The Contractor shall include the term "Code Red" on invoices when the City authorizes and specifies Code Red on the delivery order.
 - 5.4.2.3. The Contractor may assess an expedited shipping charge (e.g. FedEx, UPS, Priority Mail...) for any Code Red orders placed by the City.
 - 5.4.2.3.3. The Contractor shall provide a written receipt from the shipper showing the actual expedited costs for all Code Red shipments without any additional markups.
- 5.4.3. Honor all Special Order Items under the Contract pricing, without any additional markups.
- 5.4.4. Deliver Back-ordered or Out-of-Stock parts to the Service Center within five (5) working days after the order is placed. The Contractor shall notify the ordering Service Center representative of when the part(s) will be available by telephone, email or fax within two (2) hours after the order is placed. If the Contractor cannot provide the backordered part within five (5) working days, the City reserves the right to purchase the part on the open market.

6. WORK HOURS

The City will not pay additional charges for repairs and/or services performed during off-shift hours.

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7. PICKUP AND DELIVERY REQUIREMENTS

Pickup and delivery shall be made as specified during normal City business hours Monday through Friday between the hours of 7:00 AM through 5:00 PM except for City-recognized legal holidays and weekends unless requested by the City in advance (see paragraph 51 in Section 0300 for City Holidays).

8. MILEAGE

Mileage is not reimbursable, and the Contractor shall not bill for mileage. However, the Contractor may charge one flat fee as indicated on the Bid Sheet, Section 0600, for pickup and delivery of City vehicles or equipment for repair on the Contractor's premises.

9. EMERGENCY SERVICES

9.1. This contract provides vital support to the City due to the critical nature of much of the City's business, such as Police, Fire, and EMS.

9.1.1. In the event of an emergency or major disaster, the Contractor and all subcontractors shall provide Emergency Services when requested by the department Officer or designee.

9.1.1.1. The Contractor may assess a flat dollar amount per vehicle or equipment repair for Emergency Services as specified on the Bid Sheet, Section 0600.

9.2. The Contractor shall provide, to the Fleet Contract Manager, within five (5) working days after Contract award, the name, phone number and email address of a primary emergency point of contact that is available 24/7. The Contractor shall confirm or update the point of contact information in writing annually on the anniversary date of Contract award.

10. CITY REQUIREMENTS

The City will:

10.1 Provide the Contractor with name(s) of personnel authorized to order parts or repair services.

10.2 Contact the Contractor by e-mail, fax, or telephone to place an order for parts or requesting repair services.

10.2.1 For parts, the order will include the part number, part description, quantity, delivery requirements and a unique delivery order number.

10.3 Identify a Code Red delivery request and the number of days to deliver the parts to the requesting Service Center at the time of order in writing.

10.4 Test and/or inspect all repairs during the term of the Contract. The City reserves the right to conduct any tests or inspections deemed necessary to ensure repairs and parts conform to the vehicle/equipment manufacturer's specifications. Inspections completed by the City will not relieve the Contractor of its obligation to ensure all repairs, articles, materials, and parts are consistent with the vehicle or equipment manufacturer's specifications, and are fit for their intended use.

**CITY OF AUSTIN
FLEET SERVICES
DELIVERY LOCATIONS AND POINTS OF CONTACT**

Service Center #1 Jim Teague, Manager 6301-A Harold Court Austin, Texas 78721 servicecenter1@austintexas.gov Main Tel. No. (512) 974-1703 / 974-1757 Fax: (512) 974-2233	Parts Room - Service Center #1 Amy Arredondo, Stores Coordinator (512) 974-1752 Osiris Valdez (512) 974-9020 Jose Herrera (512) 974-1772 Email: firstname.lastname@austintexas.gov
Service Center #5 Steve Yost, Manager 714 East 8 th Street Austin, TX 78701 servicecenter5@austintexas.gov Main Tel. No.: (512) 974-1804 / Fax No.: (512) 322-9909	Parts Room - Service Center #5 Edward Kinch, Stores Coordinator (512) 974-1889 Gilbert Rodriguez (512) 974-1841 Roger Molina (512) 974-1813 Email: firstname.lastname@austintexas.gov
Service Center #6 Ricardo (Ric) Calvino, Manager 1182 Hargrave Austin, TX 78702 servicecenter6@austintexas.gov Main Tel. No.: (512) 974-1742 / Fax No.: (512) 974-9156	Parts Room - Service Center #6 Gloria Vasquez, Stores Coordinator (512) 974-1857 Daniel Ramirez (512) 974-1743 Email: firstname.lastname@austintexas.gov
Service Center #8 Richard Pitman, Manager 4411-D Meinardus Austin, TX 78745 servicecenter8@austintexas.gov Main Tel. No.: (512) 974-3075 / Fax No.: (512) 416-1635	Parts Room - Service Center #8 Brenita Selement, Stores Coordinator (512) 974-3029 Leslie Berger (512) 974-2756 Raymond Solis (512) 974-2687 Email: firstname.lastname@austintexas.gov
Service Center #11 Larry Simpson, Manager 6301-J Harold Court Austin, TX 78721 servicecenter11@austintexas.gov Main Tel. No.: (512) 974-2479 / Fax No.: (512) 974-9055	Parts Room - Service Center #11 Mike Maharidge, Stores Coordinator (512) 974-9022 Harold Terry (512) 974-1763 Email: firstname.lastname@austintexas.gov
Service Center #12 Larry Simpson, Manager 4108 Todd Lane Austin, TX 78744 servicecenter11@austintexas.gov Main Tel. No.: (512) 974-4327 / Fax No.: 512) 974-4328	Parts Room - Service Center #12 Mike Maharidge, Stores Coordinator (512) 974-9022 Rey Degollado (512) 974-4319 Email: firstname.lastname@austintexas.gov
Service Center #13 James Forman, Manager 2412 Kramer Lane, Bldg. A Austin, TX 78758 servicecenter13@austintexas.gov Main Tel. No.: (512) 978-2340 / Fax No.: (512) 978-2350	Parts Room - Service Center #13 Glenn Iosbaker, Stores Coordinator (512) 978-2341 Email: glenn.iosbaker@austintexas.gov

**CITY OF AUSTIN
FLEET SERVICES
DELIVERY LOCATIONS AND POINTS OF CONTACT**

Fleet Tire Shop Daniel Dominguez, Stores Coordinator (512) 974-1788 6301-K Harold Court Austin, TX 78721 Email: daniel.dominguez@austintexas.gov	Hornsby Bend Ed Simpson, Technician III 2210 S. FM 973 Austin, TX 78725 servicecenter1@austintexas.gov Main Tel. No.: (512) 974-2052 / Fax No.: (512) 974-2233
Materials Control 6301-K Harold Court Austin, Texas 78721 John Christofferson, Division Manager (512) 974-1750 Email: john.christofferson@austintexas.gov Lonnie Jones, Materials Control Supervisor Parts Rooms 1, 11, 12, Tire Service (512) 974-1744 Email: lonnie.jones@austintexas.gov Henry Guerra, Materials Control Supervisor Parts Rooms 5, 6, 8, 13 (512) 974-1547 Email: henry.guerra@austintexas.gov	Fleet Administration - Contracts & Contract Compliance 1190 Hargrave Street Austin, TX 78702 Hazel Black, Contract Compliance Supervisor (512) 974-1751 Fax: (512) 974-1769 hazel.black@austintexas.gov Perry Been, Contract Compliance Specialist Sr. (512) 974-2629 Fax: (512) 974-1769 Perry.been@austintexas.gov Steve Orwick, Contract Compliance Specialist. (512) 974- 1768 Fax: (512) 974-1769 Steve.orwick@austintexas.gov Molly Freeman, Contract Compliance Specialist (512) 974-1749 Fax: (512) 974-1769 molly.freeman@austintexas.gov
Vehicle Support and Accidents Homer Bradshaw, Fleet Division Manager 6400 Bolm Road Austin, TX 78721 fleetaccidentgroup@austintexas.gov Main Tel. No.: (512) 978-2655 / Fax No.: (512) 978-2630	Fuel Operations and Acquisitions Bruce Kilmer, Fleet Division Manager 1190 Hargrave Street Austin, TX 78702 bruce.kilmer@austintexas.gov fleetfueloperations@austintexas.gov Main Tel. No.: (512) 974-1531 / Fax No.: (512) 974-1538
Auction and Make Ready Eddie Goebel, Fleet Program Manager 6400 Bolm Road Austin, TX 78721 auction.fleet@austintexas.gov fleetmakereadydepartment@austintexas.gov Main Tel. No.: (512) 978-2639 / Fax No.: (512) 978-2630	Fleet Administration – Safety Jo-Ann Cowan, Occupational Health & Safety Spec Sr. 1190 Hargrave Street Austin, TX 78702 jo-ann.cowan@austintexas.gov Main Tel. No.: (512) 974-1534 / Fax No.: (512) 974-1549

BID SHEET
CITY OF AUSTIN ("CITY") - FLEET SERVICES
PARTS AND REPAIR SERVICES FOR FORD VEHICLES
VERSION 1.1 11/22/2017

Solicitation No.: ELL0058

Special Instructions: Offerors must use this Bid Sheet to submit pricing. Be advised that altering the bid sheet or taking exceptions to any portion of the solicitation may jeopardize acceptance of your Offer.

The quantities noted below are estimates and not a guarantee of actual volume. The City does not guarantee the purchase of the quantities listed, actual purchases may be more or less. Quantities are provided as a guide based on historical or anticipated usage. Order quantities will be as-needed and specified by the City for each order.

A bid of "0" (zero) will be interpreted by the City as a no-charge (free) item and the City will not expect to pay for that item. A bid of "no bid" or no response (space left blank) will be interpreted by the City that the Offeror does not wish to bid on that item. Be advised, a "no bid" or no response may be considered as non-responsive and may result in disqualification of the bid.

Prices offered on the bid sheet shall be all inclusive of fees not expressly allowed in the scope of work. The Offeror shall not charge separately for administrative, overhead, per diem, and shipping or transportation costs (travel time, fuel surcharges, mileage, stop-fee, etc.) to deliver services or items to the Austin, Texas area. The Offeror shall provide all tools, labor, travel, and equipment necessary to perform the services required under this contract.

The City reserves the right to award a single contract based on overall low cost or multiple awards based on individual or categories/groups of specific line items, cost, or any criteria or combination deemed most advantageous to the City. If multiple awards are recommended based on the labor rates bid in Category 1, each recommended Offeror will be awarded Category 2-6 for the line items associated with the vehicle class labor rate the Offeror was recommended for award. If an Offeror only intends to provide Ford parts to the City for services performed by Fleet Service Technicians, an Offeror may bid only Category 2 and Category 6.

CATEGORY 1 -- HOURLY LABOR RATE

Bidder must guarantee to hold prices firm for each twelve (12) month period and any revision to the Labor Rate may only be adjusted using the Economic Price Adjustment - Specified Parts and/or Services provision in Section 0400.

LINE ITEM	DESCRIPTION	ESTIMATED ANNUAL QUANTITY	UNIT	UNIT PRICE	EXTENDED PRICE
1.1	LABOR RATE PER HOUR FOR REPAIR SERVICES - <u>SEDANS</u> (Normal business hours as specified in Section 0500)	1150	HOUR	\$60.00	\$69,000.00
1.2	LABOR RATE PER HOUR FOR REPAIR SERVICES - <u>LIGHT DUTY</u> (Normal business hours as specified in Section 0500)	1150	HOUR	\$60.00	\$69,000.00
1.3	LABOR RATE PER HOUR FOR REPAIR SERVICES - <u>MED/HEAVY DUTY</u> (Normal business hours as specified in Section 0500)	2750	HOUR	\$85.00	\$233,750.00
TOTAL EXTENDED PRICE - CATEGORY 1 =					\$371,750.00

CATEGORY 2 -- SPECIFIED ITEMS FOR FORD VEHICLES (MOST FREQUENTLY ORDERED ITEMS)

Bidder must be able to provide repair parts for Ford vehicles and guarantee to hold prices firm for each twelve (12) month period per the Economic Price Adjustment - Specified Parts and/or Services provision in Section 0400 for the Specified Items listed below. These prices shall be based on the same Price List(s) and percentage discount(s) or markup(s) as identified below in Section 6 for the Non-Specified Items.

Revisions to Specified Items may only be adjusted using the Economic Price Adjustment - Specified Parts and/or Services provision in Section 0400.

The quantities listed herein are estimates for the period of the Contract. The City reserves the right to purchase more or less of these quantities as may be required during the Contract Term. Quantities will be as needed and specified by the City for each order.

LINE ITEM	CITY PART NUMBER	DESCRIPTION	INDICATE PRICE LIST OFFERED	MANUFACTURER'S PART NUMBER	ESTIMATED ANNUAL QUANTITY	UNIT	UNIT PRICE	EXTENDED PRICE
2.1	3C3Z6A642CA	KIT ENGINE OIL COOLER		3C3Z*6A642*CA	15	EA	\$274.46	\$4,116.90
2.2	4C3Z12B599ERM	MODULE FUEL INJECTOR CONTROL		4C3Z*12B599*ERM	10	EA	\$478.40	\$4,784.00
2.3	4C3Z6608B	ENGINE OIL PUMP KIT		4C3Z*6608*B	4	EA	\$525.96	\$2,103.84
2.4	4C3Z8501AC	PUMP COOLING WATER		4C3Z*8501*AC	15	EA	\$136.41	\$2,046.15
2.5	4C3Z8A616AA	CLUTCH FAN ASSEMBLY		4C3Z*8A616*AA	8	EA	\$243.77	\$1,950.16
2.6	4C3Z-9E527-BRM	REMAN NOZZLE ASSEMBLY		4C3Z*9E527*BRM	50	EA	\$171.60	\$8,580.00
2.7	4C3Z9P456A	COOLER ASSY-ENGINE CHARGE		4C3Z*9P456*AJ	45	EA	\$321.79	\$14,480.55
2.8	5C3Z1125CA	ROTOR BRAKE DISC FRONT		5C3Z*1125*CA	52	EA	\$104.98	\$5,458.96
2.9	5C3Z1S175GA	SEAL WHEEL FRT		5C3Z*1S175*GA	52	EA	\$36.45	\$1,895.40
2.10	5C3Z2C026CA	BRAKE ROTOR REAR		5C3Z*2C026*CA	12	EA	\$86.72	\$1,040.64

BID SHEET
CITY OF AUSTIN ("CITY") - FLEET SERVICES
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2.11	5C3Z6K682CCRM	TURBO ENGINE ASSY		5C3Z*6K682*CCRM	10	EA	\$910.74	\$9,107.40
2.12	5C3Z9A543ARM	PUMP HIGH PRESSURE OIL		5C3Z*9A543*ARM	15	EA	\$585.68	\$8,785.20
2.13	5C3Z9F452ARM	VALVE EMISSION EGR		5C3Z*9F452*ARM	12	EA	\$138.07	\$1,656.84
2.14	5C7Z2005B	BOOSTER BRAKE HYDRO		5C7Z*2005*B	60	EA	\$272.70	\$16,362.00
2.15	5C7Z2C286A	MODULE BRAKE ABS		5C7Z*2C286*A	7	EA	\$816.46	\$5,715.22
2.16	6C3Z10346DBRM	ALTERNATOR CHARGING 140 AMP		6C3Z*10346*DBRM	12	EA	\$138.44	\$1,661.28
2.17	6C3Z6007BARM	REMAN ENGINE ASSEMBLY		6C3Z*6007*BARM	1	EA	\$2,056.80	\$2,056.80
2.18	7C3Z10346EA	ALTERNATOR CHARGING UPPER		7C3Z*10346*EA	7	EA	\$250.03	\$1,750.21
2.19	7C3Z6006BARM	ENGINE MAIN ASSEMBLY		7C3Z*6006*BARM	10	EA	\$4,052.45	\$40,524.50
2.20	7C3Z-8A616-F	FAN CLUTCH ASSEMBLY		7C3Z*8A616*F	70	EA	\$239.51	\$16,765.70
2.21	7L2Z2C215A	ABS HYD CONTROL ASSY		7L2Z*2C215*A	8	EA	\$789.24	\$6,313.92
2.22	8C3Z-9E527-DRM	REMAN FUEL INJECTION KIT		8C3Z*9E527*DRM	50	EA	\$197.74	\$9,887.00
2.23	8C3Z1015K	RIM FRONT		8C3Z*1015*K	5	EA	\$319.50	\$1,597.50
2.24	8C3Z3504B	STEERING GEAR BOX		8C3Z*3504*B	10	EA	\$812.57	\$8,125.70
2.25	8C3Z4200FB	DIFFERENTIAL		8C3Z*4200*FB	4	EA	\$2,025.95	\$8,103.80
2.26	8C3Z-6007-AARM	REMAN ENGINE ASSY		8C3Z*6007*AARM	3	EA	\$3,156.00	\$9,468.00
2.27	8C3Z6012ARM	ENGINE LONG BLOCK		OBSOLETE	10	EA	\$0.00	\$0.00
2.28	8C3Z6K682CRM	TURBO REPLACEMENT KIT		8C3Z*6K682*CRM	8	EA	\$1,559.95	\$12,479.60
2.29	8C3Z8501B	PUMP ASSY WATER		8C3Z*8501*B	8	EA	\$130.57	\$1,044.56
2.30	8C3Z9A543DRM	PUMP HIGH PRESSURE FUEL		8C3Z*9A543*DRM	4	EA	\$842.07	\$3,368.28
2.31	8C3Z-9G282-A	PUMP MAIN FUEL		8C3Z*9G282*A	18	EA	\$275.63	\$4,961.34
2.32	8C3Z9P456C	COOLER EGR		8C3Z*9P456*C	5	EA	\$322.61	\$1,613.05
2.33	8G1Z4R602B	DRIVE SHAFT ASSY 13 EXPL		8G1Z*4R602*B	7	EA	\$516.96	\$3,618.72
2.34	8W1Z8C607C	COOLING FAN		8W1Z*8C607*C	8	EA	\$174.91	\$1,399.28
2.35	9C3Z1007D	WHEEL RIM ALUMINUM		9C3Z*1007*D	5	EA	\$815.83	\$4,079.15
2.36	9C3Z19B555A	EVAPORATOR HVAC CORE		9C3Z*19B555*A	6	EA	\$637.69	\$3,826.14
2.37	9C3Z2001A	BRAKE PAD FRONT AND REAR		9C3Z*2001*A	66	EA	\$46.94	\$3,098.04
2.38	9C3Z5H221A	FILTER EXHAUST DPF		9C3Z*5H221*A	5	EA	\$1,402.96	\$7,014.80
2.39	9C3Z5H267A	CATALYTIC CONVERTER EXHAUST		9C3Z*5H267*A	5	EA	\$754.00	\$3,770.00
2.40	9L3Z19703E	HVAC COMPRESSOR ASSEMBLY		9L3Z19703*E	8	EA	\$266.28	\$2,130.24
2.41	9L3Z2C219G	MODULE ABS BRAKE CONTROL		9L3Z*2C219*G	6	EA	\$573.20	\$3,439.20

BID SHEET
CITY OF AUSTIN ("CITY") - FLEET SERVICES
PARTS AND REPAIR SERVICES FOR FORD VEHICLES
VERSION 1.1 11/22/2017

Solicitation No.: ELL0058

2.42	9W7Z10849C	ASSEMBLY INSTRUMENT CLUSTER		9W7Z*10849*C	8	EA	\$352.48	\$2,819.84
2.43	9W7Z15K602C	DRIVER SIDE DOOR MODULE		9W7Z*15K602*C	10	EA	\$377.71	\$3,777.10
2.44	9W7Z2C219A	MODULE BRAKE ABS		9W7Z*2C219*A	8	EA	\$498.24	\$3,985.92
2.45	9W7Z9424A	MANIFOLD AIR INTAKE		9W7Z*9424*A	7	EA	\$241.52	\$1,690.64
2.46	9W7Z9E926A	ACTUATOR FUEL THROTTLE BODY		9W7Z*9E926*A	8	EA	\$252.50	\$2,020.00
2.47	AA5Z5E212D	CAT CONVERTER RIGHT TAURUS		AA5Z*5E212*D	25	EA	\$634.97	\$15,874.25
2.48	AW7Z12A650FARM	ENGINE CONTROL MODULE		AW7Z*12A650*FARM	12	EA	\$390.48	\$4,685.76
2.49	AW7Z7000CRM	TRANSMISSION		AW7Z*7000*CRM	15	EA	\$2,159.77	\$32,396.55
2.50	BC3Z19703A	COMPRESSOR HVAC W/CLUTCH		BC3Z*19703*A	6	EA	\$268.95	\$1,613.70
2.51	BC3Z19849A	VALVE HVAC EXPANSION		BC3Z*19849*A	9	EA	\$28.11	\$252.99
2.52	BC3Z2561203AA	BUCKLE CAB SEAT LH		BC3Z*2561203*AA	12	EA	\$50.37	\$604.44
2.53	BC3Z28611B09BC	SEAT BELT DRIVER SIDE ASSEMBLY		BC3Z*28611B09*BC	8	EA	\$159.41	\$1,275.28
2.54	BC3Z5J225M	HEATER DEF ASSY		BC3Z*5J225*M	15	EA	\$210.03	\$3,150.45
2.55	BC3Z5L227K	PUMP ENGINE DEF		BC3Z*5L227*K	46	EA	\$214.93	\$9,886.78
2.56	BC3Z6F073A	HOSE INTAKE BOOST		BC3Z*6F073*A	23	EA	\$83.40	\$1,918.20
2.57	BC3Z6K682B	TURBOCHARGER ASSEMBLY		BC3Z*6K682*B	15	EA	\$1,140.36	\$17,105.40
2.58	BC3Z7A100B	CONTROL ASSEMBLY - TRANSMISSION		BC3Z*7A100*B	25	EA	\$416.37	\$10,409.25
2.59	BC3Z8005E	RADIATOR ASSEMBLY		BC3Z*8005*K	4	EA	\$364.82	\$1,459.28
2.60	BC3Z9G282E	FUEL PUMP ENGINE ASSEMBLY		BC3Z*9G282*E	6	EA	\$229.01	\$1,374.06
2.61	BW1Z9H307A	PUMP & SENDER ASSEMBLY		BW1Z*9H307*A	40	EA	\$261.57	\$10,462.80
2.62	BW7Z6006BRM	SERVICE ENGINE ASSEMBLY		BW7Z*6006*BRM	12	EA	\$3,040.13	\$36,481.56
2.63	CL3Z12A650CAANP	ENGINE CONTROL MODULE		CL3Z*12A650*CAANP	20	EA	\$493.77	\$9,875.40
2.64	CX2081	CANISTER FUEL VAPOR		6W1Z*9D653*AA	20	EA	\$213.69	\$4,273.80
2.65	DA8Z5G232C	EXHAUST MANIFOLD		DA8Z*5G232*C	22	EA	\$184.10	\$4,050.20
2.66	DA8Z5G232D	CONVERTER ASSEMBLY		DA8Z*5G232*D	20	EA	\$183.80	\$3,676.00
2.67	DC3Z1102B	WHEEL HUB ASSEMBLY		HC3Z*1102*A	16	EA	\$108.39	\$1,734.24
2.68	DC3Z1104C	BRAKE REPAIR KIT		DC3Z*1104*C	20	EA	\$286.41	\$5,728.20
2.69	DC3Z2C026A	ROTOR BRAKE ASSEMBLY		HC3Z*2C026*A	10	EA	\$84.35	\$843.50
2.70	DC3Z6007BRM	ASSEMBLY COMPLETE ENGINE 6.7L		DC3Z*6007*BRM	10	EA	\$1,680.21	\$16,802.10
2.71	DG1Z1015A	WHEEL ASSEMBLY		DG1Z*1015*ACP	8	EA	\$116.41	\$931.28
2.72	DG1Z5230F	MUFFLER ASSEMBLY		DG1Z*5230*F	20	EA	\$521.25	\$10,425.00

BID SHEET
CITY OF AUSTIN ("CITY") - FLEET SERVICES
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Solicitation No.: ELL0058

2.73	F2TZ8005KACP	RADIATOR ASSEMBLY		OBSOLETE	50	EA	\$0.00	\$0.00
2.74	F8TZ2B373HRM	VALVE BRAKE ANTILOCK		F8TZ*2B373*HRM	5	EA	\$484.01	\$2,420.05
2.75	HC4Z10346A	ALTERNATOR CHARGING LOWER		HC4Z*10346*A	5	EA	\$199.73	\$998.65
2.76	MCSOE124	ARM SUSPENSION CONTROL LWR LH		6W7Z*3079*B	10	EA	\$232.77	\$2,327.70
2.77	MCSOE94	ARM SUSPENSION CONTROL LWR RH		6W7Z*3078*B	14	EA	\$232.77	\$3,258.78
2.78	RR28	RELAY		6W1Z*8B658*AC	12	EA	\$107.52	\$1,290.24
2.79	STG304	RACK PINION ASSEMBLY		8W7Z*3504*ARM	10	EA	\$254.86	\$2,548.60
2.80	YJ564	CONDENSER HVAC		BW7Z*19712*A	45	EA	\$225.71	\$10,156.95
2.81	YL3Z2C219B	MOTOR ABS PUMP		YL3Z*2C219*B	5	EA	\$562.78	\$2,813.90
TOTAL EXTENDED PRICE - CATEGORY 2 =								\$497,578.91

CATEGORY 3 -- PICK UP AND DELIVERY

LINE ITEM	DESCRIPTION	ESTIMATED ANNUAL QUANTITY	UNIT	UNIT PRICE	EXTENDED PRICE
3.1	SEDANS - FLAT FEE FOR ROUND TRIP PICKUP AND DELIVERY OF CITY EQUIPMENT	25	EA	\$20.00	\$500.00
3.2	LIGHT DUTY VEHICLES - FLAT FEE FOR ROUND TRIP PICKUP AND DELIVERY OF CITY EQUIPMENT	25	EA	\$20.00	\$500.00
3.3	MED/HEAVY DUTY VEHICLES - FLAT FEE FOR ROUND TRIP PICKUP AND DELIVERY OF CITY EQUIPMENT	55	EA	\$20.00	\$1,100.00
TOTAL EXTENDED PRICE - CATEGORY 3 =					\$1,600.00

CATEGORY 4 -- DELIVERY CHARGE FOR CODE RED ITEMS ONLY

LINE ITEM	DESCRIPTION	ESTIMATED ANNUAL QUANTITY	UNIT	UNIT PRICE	EXTENDED PRICE
4.1	FLAT FEE FOR "CODE RED" DELIVERIES (To be made as specified in the Scope of Work after the order is sent.)	35	EA	\$25.00	\$875.00

CATEGORY 5 -- PRIORITY REPAIRS

LINE ITEM	DESCRIPTION	ESTIMATED ANNUAL QUANTITY	UNIT	UNIT PRICE	EXTENDED PRICE
5.1	FLAT FEE FOR EXPEDITED SERVICES	55	EA	\$60.00	\$3,300.00

CATEGORY 6 -- DISCOUNT OFF OR MARKUP TO MANUFACTURER PRICE LISTS FOR NON-SPECIFIED PRODUCTS

The City anticipates an annual spending need of \$140,000.00 for materials off catalog on the contract.

The City may wish an Offeror provide additional products as they relate to this contract. In order to be paid for those additional products, provide manufacturers name and catalog numbers for the additional products you can provide the City. Indicate the minimum percentage discount or maximum markup to costs you can provide the City for these products. The percentage discount(s) or markup(s) listed shall be fixed throughout the term of the Contract including any subsequent renewal periods.

This information will not be used in the evaluation of the bid but is for informational purposes only and there is no guarantee of purchase. Please include additional pages as necessary.

BID SHEET
CITY OF AUSTIN ("CITY") - FLEET SERVICES
PARTS AND REPAIR SERVICES FOR FORD VEHICLES
VERSION 1.1 11/22/2017

Solicitation No.: ELL0058

LINE ITEM	MANUFACTURER OF THE PARTS	NAME AND NUMBER OF PRICE LIST	LATEST EFFECTIVE DATE OF PRICE LIST	DISCOUNT FROM, OR MARKUP TO PRICE LIST
6.1	Ford Parts & Accessories Price List FPS-3642-CD or most recent	Name_FPS3642_____ Number_____	10-01-17_____	_____% Discount, Or DEALER COST + 4% Markup
6.2	Motorcraft_____	Name_FPS3642_____ Number_____	10-01-17_____	DEALER COST -12% Discount, Or _____% Markup
6.3	_____	Name_____ Number_____	_____	_____% Discount, Or _____% Markup

ANNUAL ESTIMATED SPEND - CATEGORY 6 = \$140,000.00

TOTAL EXTENDED PRICE FOR CATEGORIES 1 THROUGH 6 = \$1,015,103.91

CATEGORY 7 -- CONFIRMATION OF REQUIREMENTS

7.1	How Many City vehicles can your Facility accommodate?	8-10 NUMBER OF VEHICLES
7.2	Is your Repair Facility an authorized Ford service and warranty facility?	<input checked="" type="radio"/> YES <input type="radio"/> NO
7.3	How Many Ford certified technicians do you have?	14 NUMBER OF CERTIFIED TECHNICIANS
7.4	Do the service technicians have three years of hands-on experience in the last five years?	<input checked="" type="radio"/> YES <input type="radio"/> NO
7.5	Is your Repair Facility able to provide expedited repairs?	<input checked="" type="radio"/> YES <input type="radio"/> NO
7.6	Is bidder able to provide "Code Red" deliveries as specified in the Scope of Work?	<input checked="" type="radio"/> YES <input type="radio"/> NO
7.7	State the distance your Repair Facility is to the Texas State Capitol.	LEIF JOHNSON 4.0 MILES / L.J. TRUCK CITY 16.3 MILES

DELIVERY TERMS: FOB Destination, Freight Pre-paid and Allowed

DELIVERY METHOD: COMMON CARRIER ☐ NO ☐ VENDOR STAFF ☒ YES

COMPANY NAME: LEIF JOHNSON FORD/LEIF JOHNSON FORD TRUCK CITY

Section 0605: Local Business Presence Identification

A firm (Offeror or Subcontractor) is considered to have a Local Business Presence if the firm is headquartered in the Austin Corporate City Limits, or has a branch office located in the Austin Corporate City Limits in operation for the last five (5) years, currently employs residents of the City of Austin, Texas, and will use employees that reside in the City of Austin, Texas, to support this Contract. The City defines headquarters as the administrative center where most of the important functions and full responsibility for managing and coordinating the business activities of the firm are located. The City defines branch office as a smaller, remotely located office that is separate from a firm's headquarters that offers the services requested and required under this solicitation.

OFFEROR MUST SUBMIT THE FOLLOWING INFORMATION FOR EACH LOCAL BUSINESS (INCLUDING THE OFFEROR, IF APPLICABLE) TO BE CONSIDERED FOR LOCAL PRESENCE.

NOTE: ALL FIRMS MUST BE IDENTIFIED ON THE MBE/WBE COMPLIANCE PLAN OR NO GOALS UTILIZATION PLAN (REFERENCE SECTION 0900).

USE ADDITIONAL PAGES AS NECESSARY

OFFEROR:

Name of Local Firm	Leif Johnson Ford	
Physical Address	501 E. Koeng Austin, TX 78751	
Is your headquarters located in the Corporate City Limits? (circle one)	<input checked="" type="radio"/> Yes	No
or		
Has your branch office been located in the Corporate City Limits for the last 5 years?	<input checked="" type="radio"/> Yes	No
Will your business be providing additional economic development opportunities created by the contract award? (e.g., hiring, or employing residents of the City of Austin or increasing tax revenue?)	<input checked="" type="radio"/> Yes	No

SUBCONTRACTOR(S):

Name of Local Firm	N/A	
Physical Address		
Is your headquarters located in the Corporate City Limits? (circle one)	<input type="radio"/> Yes	<input type="radio"/> No
or		
Has your branch office been located in the Corporate City Limits for the last 5 years	<input type="radio"/> Yes	<input type="radio"/> No
	N/A	

Will your business be providing additional economic development opportunities created by the contract award? (e.g., hiring, or employing residents of the City of Austin or increasing tax revenue?)	N/A	
	Yes	No

SUBCONTRACTOR(S):

Name of Local Firm	N/A	
Physical Address		
Is your headquarters located in the Corporate City Limits? (circle one)	Yes	No
or		
Has your branch office been located in the Corporate City Limits for the last 5 years	Yes	No
Will your business be providing additional economic development opportunities created by the contract award? (e.g., hiring, or employing residents of the City of Austin or increasing tax revenue?)	Yes	No

Section 0700: Reference Sheet

Responding Company Name _____

The City at its discretion may check references in order to determine the Offeror's experience and ability to provide the products and/or services described in this Solicitation. The Offeror shall furnish at least 3 complete and verifiable references. References shall consist of customers to whom the offeror has provided the same or similar services within the last 5 years. References shall indicate a record of positive past performance.

** All B.d References on following Page*

1. Company's Name	_____
Name and Title of Contact	_____
Project Name	_____
Present Address	_____
City, State, Zip Code	_____
Telephone Number	(____) _____ Fax Number (____) _____
Email Address	_____
2. Company's Name	_____
Name and Title of Contact	_____
Project Name	_____
Present Address	_____
City, State, Zip Code	_____
Telephone Number	(____) _____ Fax Number (____) _____
Email Address	_____
3. Company's Name	_____
Name and Title of Contact	_____
Project Name	_____
Present Address	_____
City, State, Zip Code	_____
Telephone Number	(____) _____ Fax Number (____) _____
Email Address	_____

Leif Johnson Ford bid references for City of Austin

1. City of El Paso-Fire Dept.
300 N. Campbell
El Paso, TX 79901
Contact Person: Deniese Baisley
Contact number (915)541-4263
baisleydx@elpasotexas.gov
4th consecutive year of an original 3-year contract to provide OEM Ford and Motorcraft parts
2. Texas Department of Public Safety
5805 N. Lamar
Austin, TX 78752
Contact Person: Ralph Acosta
Contact number: (512) 424-5991
ralph.acosta@dps.texas.gov
6th consecutive year of an original 3-year contract to provide OEM Ford Parts and Motorcraft parts (Have had the DPS contract for 20 of the past 20 years)
3. Travis County
4501 Ranch Road 620 North
Austin, TX 78732
(512) 566-1108
Bill Ebner
4. Ellis and Salazar
Joe Leeright
(512) 249-2600
jdls@ellisandsalazar.com
Sale of Body parts over 25 years

City of Austin, Texas
NON-DISCRIMINATION AND NON-RETALIATION CERTIFICATION

City of Austin, Texas

Equal Employment/Fair Housing Office

To: City of Austin, Texas,

I hereby certify that our firm complies with the Code of the City of Austin, Section 5-4-2 as reiterated below, and agrees:

- (1) Not to engage in any discriminatory employment practice defined in this chapter.
- (2) To take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without discrimination being practiced against them as defined in this chapter, including affirmative action relative to employment, promotion, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rate of pay or other forms of compensation, and selection for training or any other terms, conditions or privileges of employment.
- (3) To post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Equal Employment/Fair Housing Office setting forth the provisions of this chapter.
- (4) To state in all solicitations or advertisements for employees placed by or on behalf of the Contractor, that all qualified applicants will receive consideration for employment without regard to race, creed, color, religion, national origin, sexual orientation, gender identity, disability, sex or age.
- (5) To obtain a written statement from any labor union or labor organization furnishing labor or service to Contractors in which said union or organization has agreed not to engage in any discriminatory employment practices as defined in this chapter and to take affirmative action to implement policies and provisions of this chapter.
- (6) To cooperate fully with City and the Equal Employment/Fair Housing Office in connection with any investigation or conciliation effort of the Equal Employment/Fair Housing Office to ensure that the purpose of the provisions against discriminatory employment practices are being carried out.
- (7) To require of all subcontractors having 15 or more employees who hold any subcontract providing for the expenditure of \$2,000 or more in connection with any contract with the City subject to the terms of this chapter that they do not engage in any discriminatory employment practice as defined in this chapter

For the purposes of this Offer and any resulting Contract, Contractor adopts the provisions of the City's Minimum Standard Non-Discrimination and Non-Retaliation Policy set forth below.

City of Austin
Minimum Standard Non-Discrimination and Non-Retaliation in Employment Policy

As an Equal Employment Opportunity (EEO) employer, the Contractor will conduct its personnel activities in accordance with established federal, state and local EEO laws and regulations.

The Contractor will not discriminate against any applicant or employee based on race, creed, color, national origin, sex, age, religion, veteran status, gender identity, disability, or sexual orientation. This policy covers all aspects of employment, including hiring, placement, upgrading, transfer, demotion, recruitment, recruitment advertising, selection for training and apprenticeship, rates of pay or other forms of compensation, and layoff or termination.

The Contractor agrees to prohibit retaliation, discharge or otherwise discrimination against any employee or applicant for employment who has inquired about, discussed or disclosed their compensation.

Further, employees who experience discrimination, sexual harassment, or another form of harassment should immediately report it to their supervisor. If this is not a suitable avenue for addressing their complaint, employees are advised to contact another member of management or their human resources representative. No employee shall be discriminated against, harassed, intimidated, nor suffer any reprisal as a result of reporting a violation of this policy. Furthermore, any employee, supervisor, or manager who becomes aware of any such discrimination or harassment should immediately report it to executive management or the human resources office to ensure that such conduct does not continue.

Contractor agrees that to the extent of any inconsistency, omission, or conflict with its current non-discrimination and non-retaliation employment policy, the Contractor has expressly adopted the provisions of the City's Minimum Non-Discrimination Policy contained in Section 5-4-2 of the City Code and set forth above, as the Contractor's Non-Discrimination Policy or as an amendment to such Policy and such provisions are intended to not only supplement the Contractor's policy, but will also supersede the Contractor's policy to the extent of any conflict.

UPON CONTRACT AWARD, THE CONTRACTOR SHALL PROVIDE THE CITY A COPY OF THE CONTRACTOR'S NON-DISCRIMINATION AND NON-RETALIATION POLICIES ON COMPANY LETTERHEAD, WHICH CONFORMS IN FORM, SCOPE, AND CONTENT TO THE CITY'S MINIMUM NON-DISCRIMINATION AND NON-RETALIATION POLICIES, AS SET FORTH HEREIN, OR THIS NON-DISCRIMINATION AND NON-RETALIATION POLICY, WHICH HAS BEEN ADOPTED BY THE CONTRACTOR FOR ALL PURPOSES WILL BE CONSIDERED THE CONTRACTOR'S NON-DISCRIMINATION AND NON-RETALIATION POLICY WITHOUT THE REQUIREMENT OF A SEPARATE SUBMITTAL.

Sanctions:

Our firm understands that non-compliance with Chapter 5-4 and the City's Non-Retaliation Policy may result in sanctions, including termination of the contract and suspension or debarment from participation in future City contracts until deemed compliant with the requirements of Chapter 5-4 and the Non-Retaliation Policy.

Term:

The Contractor agrees that this Section 0800 Non-Discrimination and Non-Retaliation Certificate of the Contractor's separate conforming policy, which the Contractor has executed and filed with the City, will remain in force and effect for one year from the date of filing. The Contractor further agrees that, in consideration of the receipt of continued Contract payment, the Contractor's Non-Discrimination and Non-Retaliation Policy will automatically renew from year-to-year for the term of the underlying Contract.

Dated this 7 day of December, 2017

CONTRACTOR
Authorized
Signature

Title

Leif Johnson Ford
Scott Wall
Paul Director

City of Austin, Texas
Section 0805
NON-SUSPENSION OR DEBARMENT CERTIFICATION

The City of Austin is prohibited from contracting with or making prime or sub-awards to parties that are suspended or debarred or whose principals are suspended or debarred from Federal, State, or City of Austin Contracts. Covered transactions include procurement contracts for goods or services equal to or in excess of \$25,000.00 and all non-procurement transactions. This certification is required for all Vendors on all City of Austin Contracts to be awarded and all contract extensions with values equal to or in excess of \$25,000.00 or more and all non-procurement transactions.

The Offeror hereby certifies that its firm and its principals are not currently suspended or debarred from bidding on any Federal, State, or City of Austin Contracts.

**CITY OF AUSTIN, TEXAS
SECTION 0810
NON-COLLUSION,
NON-CONFLICT OF INTEREST, AND ANTI-LOBBYING CERTIFICATION**

The term “**Offeror**”, as used in this document, includes the individual or business entity submitting the Offer. For the purpose of this Affidavit, an Offeror includes the directors, officers, partners, managers, members, principals, owners, agents, representatives, employees, other parties in interest of the Offeror, and any person or any entity acting for or on behalf of the Offeror, including a subcontractor in connection with this Offer.

1. **Anti-Collusion Statement.** The Offeror has not in any way directly or indirectly:

- a. colluded, conspired, or agreed with any other person, firm, corporation, Offeror or potential Offeror to the amount of this Offer or the terms or conditions of this Offer.
- b. paid or agreed to pay any other person, firm, corporation Offeror or potential Offeror any money or anything of value in return for assistance in procuring or attempting to procure a contract or in return for establishing the prices in the attached Offer or the Offer of any other Offeror.

2. **Preparation of Solicitation and Contract Documents.** The Offeror has not received any compensation or a promise of compensation for participating in the preparation or development of the underlying Solicitation or Contract documents. In addition, the Offeror has not otherwise participated in the preparation or development of the underlying Solicitation or Contract documents, except to the extent of any comments or questions and responses in the solicitation process, which are available to all Offerors, so as to have an unfair advantage over other Offerors, provided that the Offeror may have provided relevant product or process information to a consultant in the normal course of its business.

3. **Participation in Decision Making Process.** The Offeror has not participated in the evaluation of Offers or other decision making process for this Solicitation, and, if Offeror is awarded a Contract no individual, agent, representative, consultant, subcontractor, or sub-consultant associated with Offeror, who may have been involved in the evaluation or other decision making process for this Solicitation, will have any direct or indirect financial interest in the Contract, provided that the Offeror may have provided relevant product or process information to a consultant in the normal course of its business.

4. **Present Knowledge.** Offeror is not presently aware of any potential or actual conflicts of interest regarding this Solicitation, which either enabled Offeror to obtain an advantage over other Offerors or would prevent Offeror from advancing the best interests of the City in the course of the performance of the Contract.

5. **City Code.** As provided in Sections 2-7-61 through 2-7-65 of the City Code, no individual with a substantial interest in Offeror is a City official or employee or is related to any City official or employee within the first or second degree of consanguinity or affinity.

6. **Chapter 176 Conflict of Interest Disclosure.** In accordance with Chapter 176 of the Texas Local Government Code, the Offeror:

- a. does not have an employment or other business relationship with any local government officer of the City or a family member of that officer that results in the officer or family member receiving taxable income;

- b. has not given a local government officer of the City one or more gifts, other than gifts of food, lodging, transportation, or entertainment accepted as a guest, that have an aggregate value of more than \$100 in the twelve month period preceding the date the officer becomes aware of the execution of the Contract or that City is considering doing business with the Offeror. and
 - c. does not have a family relationship with a local government officer of the City in the third degree of consanguinity or the second degree of affinity.
7. As required by Chapter 176 of the Texas Local Government Code, Offeror must file a Conflict of Interest Questionnaire with the Office of the City Clerk no later than 5:00 P.M. on the seventh (7th) business day after the commencement of contract discussions or negotiations with the City or the submission of an Offer, or other writing related to a potential Contract with the City. The questionnaire is available on line at the following website for the City Clerk:

<http://www.austintexas.gov/departments/conflict-interest-questionnaire>

There are statutory penalties for failure to comply with Chapter 176.

If the Offeror cannot affirmatively swear and subscribe to the forgoing statements, the Offeror shall provide a detailed written explanation with any solicitation responses on separate pages to be annexed hereto.

8. **Anti-Lobbying Ordinance.** As set forth in the Solicitation Instructions, Section 0200, paragraph 7N, between the date that the Solicitation was issued and the date of full execution of the Contract, Offeror has not made and will not make a representation to a City official or to a City employee, other than the Authorized Contact Person for the Solicitation, except as permitted by the Ordinance.

CITY OF AUSTIN, TEXAS
LIVING WAGES CONTRACTOR CERTIFICATION
(Please duplicate as needed)

Solicitation ELL0036

Pursuant to the Living Wages provision (reference Section 0400, Supplemental Purchase Provisions) the Contractor is required to pay to all employees of the Prime Contractor and all tiers of subcontractors directly assigned to this City contract a minimum Living Wage equal to or greater than \$14.00 per hour.

- (1) The below listed individuals are all known employees of the Prime Contractor and its subcontractors who are directly assigned to this contract, and all are compensated at wage rates equal to or greater than \$14.00 per hour:

Employee Name	Employer	Prime or Sub	Your Normal Rate	Employee Job Title
Bobby Lee	Leif Johnson	Prime	\$30 ⁰⁰ /hour	Technician
Francisco Huan	Leif Johnson	Prime	\$24 ⁰⁰ /hour	Technician
Mark Segala	Leif Johnson	Prime	\$32 ⁵⁰ /hour	Technician
Joel Sorin	Leif Johnson	Prime	32 ⁵⁰ /hour	Technician
Jeremy Ohara	Leif Johnson	Prime	32 ⁰⁰ /hour	Technician
Erick Turpez	Leif Johnson	Prime	20 ⁰⁰ /hour	Technician

- (2) All future employees of both the Prime Contractor and all tiers of subcontractors directly assigned to this Contract will be paid a minimum Living Wage equal to or greater than \$14.00 per hour.
- (3) Our firm will not retaliate against any employee of either the Prime Contractor or any tier of subcontractors claiming non-compliance with the Living Wage provision.

A Prime Contractor or subcontractor that violates this Living Wage provision shall pay each of its affected employees the amount of the deficiency for each day the violation continues. Willful or repeated violations of the provision by either the Prime Contractor or any tier of subcontractor, or fraudulent statements made on this certification, may result in termination of this Contract for Cause, subject the violating firm to possible suspension or debarment, or result in legal action.

I hereby certify that all the listed employees of both the Prime Contractor and all tiers of subcontractors who are directly assigned to this contract are paid a minimum Living Wage equal to or greater than \$14.00 per hour.

Contractor's Name:

Leif Johnson Ford

Signature of Officer
or Authorized
Representative:

Scott Webb

Date:

12-7-12

Printed Name:

Scott Webb

Title

Parts Dept Director

Section 0835: Non-Resident Bidder Provisions

Company Name L.E. Johnson Ford

- A. Bidder must answer the following questions in accordance with Vernon's Texas Statutes and Codes Annotated Government Code 2252.002, as amended:

Is the Bidder that is making and submitting this Bid a "Resident Bidder" or a "non-resident Bidder"?

Answer: Resident Bidder

- (1) Texas Resident Bidder- A Bidder whose principle place of business is in Texas and includes a Contractor whose ultimate parent company or majority owner has its principal place of business in Texas.
(2) Nonresident Bidder- A Bidder who is not a Texas Resident Bidder.

- B. If the Bidder is a "Nonresident Bidder" does the state, in which the Nonresident Bidder's principal place of business is located, have a law requiring a Nonresident Bidder of that state to bid a certain amount or percentage under the Bid of a Resident Bidder of that state in order for the nonresident Bidder of that state to be awarded a Contract on such bid in said state?

Answer: N/A Which State: _____

- C. If the answer to Question B is "yes", then what amount or percentage must a Texas Resident Bidder bid under the bid price of a Resident Bidder of that state in order to be awarded a Contract on such bid in said state?

Answer: N/A

Section 0900: SUBCONTRACTING/SUB-CONSULTING UTILIZATION FORM

**MINORITY- AND WOMEN-OWNED BUSINESS ENTERPRISE (MBE/WBE)
PROCUREMENT PROGRAM**

Subcontracting/Sub-Consulting ("Subcontractor") Utilization Form

SOLICITATION NUMBER: ELL0058

SOLICITATION TITLE: PARTS AND REPAIR SERVICES FOR FORD VEHICLES

In accordance with the City of Austin's Minority and Women-Owned Business Enterprises (M/WBE) Procurement Program (Program), Chapters 2-9A/B/C/D of the City Code and M/WBE Program Rules, this Solicitation was reviewed by the Small and Minority Business Resources Department (SMBR) to determine if M/WBE Subcontractor/Sub-Consultant ("Subcontractor") Goals could be applied. Due to insufficient subcontracting/subconsultant opportunities and/or insufficient availability of M/WBE certified firms, SMBR has assigned no subcontracting goals for this Solicitation. However, Offerors who choose to use Subcontractors must comply with the City's M/WBE Procurement Program as described below. Additionally, if the Contractor seeks to add Subcontractors after the Contract is awarded, the Program requirements shall apply to any Contract(s) resulting from this Solicitation.

Instructions:

- a.) Offerors who do not intend to use Subcontractors shall check the "NO" box and follow the corresponding instructions.
b.) Offerors who intend to use Subcontractors shall check the applicable "YES" box and follow the instructions. **Offers that do not include the following required documents shall be deemed non-compliant or nonresponsive as applicable, and the Offeror's submission may not be considered for award.**

☒ **NO, I DO NOT intend to use Subcontractors/Sub-consultants.**

Instructions: Offerors that do not intend to use Subcontractors shall complete and sign this form below (Subcontracting/Sub-Consulting ("Subcontractor") Utilization Form) and include it with their sealed Offer.

☐ **YES, I DO intend to use Subcontractors /Sub-consultants.**

Instructions: Offerors that do intend to use Subcontractors shall complete and sign this form below (Subcontracting/Sub-Consulting ("Subcontractor") Utilization Form), and follow the additional Instructions in the (Subcontracting/Sub-Consulting ("Subcontractor") Utilization Plan). Contact SMBR if there are any questions about submitting these forms.

Offeror Information

Company Name	Leif Johnson Ford		
City Vendor ID Code	V00000 902854		
Physical Address	501 E. Koenig		
City, State Zip	Austin TX 78751		
Phone Number	512-454-9515	Email Address	swebb@leifjohnsonford.com
Is the Offeror City of Austin M/WBE certified?	<input checked="" type="checkbox"/> NO <input type="checkbox"/> YES Indicate one: <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> MBE/WBE Joint Venture		

Offeror Certification: I understand that even though SMBR did not assign subcontract goals to this Solicitation, I will comply with the City's M/WBE Procurement Program if I intend to include Subcontractors in my Offer. I further agree that this completed **Subcontracting/Sub-Consulting Utilization Form**, and if applicable my completed **Subcontracting/Sub-Consulting Utilization Plan**, shall become a part of any Contract I may be awarded as the result of this Solicitation. Further, if I am awarded a Contract and I am not using Subcontractor(s) but later intend to add Subcontractor(s), before the Subcontractor(s) is hired or begins work, I will comply with the City's M/WBE Procurement Program and submit the **Request For Change** form to add any Subcontractor(s) to the Project Manager or the Contract Manager for prior authorization by the City and perform Good Faith Efforts (GFE), if applicable. I understand that, if a Subcontractor is not listed in my **Subcontracting/Sub-Consulting Utilization Plan**, it is a violation of the City's M/WBE Procurement Program for me to hire the Subcontractor or allow the Subcontractor to begin work, unless I first obtain City approval of my **Request for Change** form. I understand that, if a Subcontractor is not listed in my **Subcontracting/Sub-Consulting Utilization Plan**, it is a violation of the City's M/WBE Procurement Program for me to hire the Subcontractor or allow the Subcontractor to begin work, unless I first obtain City approval of my **Request for Change** form.

Scott Webb

Scott Webb

Name and Title of Authorized Representative (Print or Type)

Signature/Date

Section 0905: SUBCONTRACTING/SUB-CONSULTING UTILIZATION PLAN

**MINORITY- AND WOMEN-OWNED BUSINESS ENTERPRISE (MBE/WBE)
PROCUREMENT PROGRAM
Subcontracting/Sub-Consulting ("Subcontractor") Utilization Plan**

SOLICITATION NUMBER: ELL0058

SOLICITATION TITLE: PARTS AND REPAIR SERVICES FOR FORD VEHICLES

INSTRUCTIONS: Offerors who DO intend to use Subcontractors may utilize M/WBE Subcontractor(s) or perform Good Faith efforts when retaining Non-certified Subcontractor(s). Offerors must determine which type of Subcontractor(s) they are anticipating to use (CERTIFIED OR NON-CERTIFIED), check the box of their applicable decision, and comply with the additional instructions associated with that particular selection.

- ☐ I intend to use City of Austin CERTIFIED M/WBE Subcontractor/Sub-consultant(s).

Instructions: Offerors may use Subcontractor(s) that ARE City of Austin certified M/WBE firms. Offerors shall contact SMBR (512-974-7600 or SMBRComplianceDocuments@austintexas.gov) to confirm if the Offeror's intended Subcontractor(s) are City of Austin certified M/WBE and if these firm(s) are certified to provide the goods and services the Offeror intends to subcontract. If the Offeror's Subcontractor(s) are current valid certified City of Austin M/WBE firms, the Offeror shall insert the name(s) of their Subcontractor(s) into the table below and must include the following documents in their sealed Offer:

- Subcontracting/Sub-Consulting Utilization Form (completed and signed)
- Subcontracting/Sub-Consulting Utilization Plan (completed)

- ☐ I intend to use NON-CERTIFIED Subcontractor/Sub-Consultant(s) after performing Good Faith Efforts.

Instructions: Offerors may use Subcontractors that ARE NOT City of Austin certified M/WBE firms ONLY after Offerors have first demonstrated Good Faith Efforts to provide subcontracting opportunities to City of Austin M/WBE firms.

STEP ONE: Contact SMBR for an availability list for the scope(s) of work you wish to subcontract;

STEP TWO: Perform Good Faith Efforts (Check List provided below);

STEP THREE: Offerors shall insert the name(s) of their certified or non-certified Subcontractor(s) into the table below and must include the following documents in their sealed Offer:

- Subcontracting/Sub-Consulting Utilization Form (completed and signed)
- Subcontracting/Sub-Consulting Utilization Plan (completed)
- All required documentation demonstrating the Offeror's performance of Good Faith Efforts (see Check List below)

GOOD FAITH EFFORTS CHECK LIST -

When using NON-CERTIFIED Subcontractor/Sub-consultants(s), **ALL** of the following CHECK BOXES **MUST** be completed in order to meet and comply with the Good Faith Effort requirements and all documentation must be included in your sealed Offer. Documentation CANNOT be added or changed after submission of the bid.

- ☐ **Contact SMBR.** Offerors shall contact SMBR (512-974-7600 or SMBRComplianceDocuments@austintexas.gov) to obtain a list of City of Austin certified M/WBE firms that are certified to provide the goods and services the Offeror intends to subcontract out. (Availability List). Offerors shall document their contact(s) with SMBR in the "SMBR Contact Information" table on the following page.
- ☐ **Contact M/WBE firms.** Offerors shall contact all of the M/WBE firms on the Availability List with a Significant Local Business Presence which is the Austin Metropolitan Statistical Area, to provide information on the proposed goods and services proposed to be subcontracted and give the Subcontractor the opportunity to respond on their interest to bid on the proposed scope of work. When making the contacts, Offerors shall use at least two (2) of the following communication methods: email, fax, US mail or phone. Offerors shall give the contacted M/WBE firms at least seven days to respond with their interest. Offerors shall document all evidence of their contact(s) including: emails, fax confirmations, proof of mail delivery, and/or phone logs. These documents shall show the date(s) of contact, company contacted, phone number, and contact person.

NA
No Subcontractors
used

**MINORITY- AND WOMEN-OWNED BUSINESS ENTERPRISE (MBE/WBE)
PROCUREMENT PROGRAM
Subcontracting/Sub-Consulting ("Subcontractor") Utilization Plan**

SOLICITATION NUMBER: ELL0058

SOLICITATION TITLE: PARTS AND REPAIR SERVICES FOR FORD VEHICLES

- ☐ **Follow up with responding M/WBE firms.** Offeror shall follow up with all M/WBE firms that respond to the Offeror's request. Offerors shall provide written evidence of their contact(s): emails, fax confirmations, proof of mail delivery, and/or phone logs. These documents shall show the date(s) of contact, company contacted, phone number, and contact person.
- ☐ **Advertise.** Offerors shall place an advertisement of the subcontracting opportunity in a local publication (i.e. newspaper, minority or women organizations, or electronic/social media). Offerors shall include a copy of their advertisement, including the name of the local publication and the date the advertisement was published.
- ☐ **Use a Community Organization.** Offerors shall solicit the services of a community organization(s); minority persons/women contractors'/trade group(s); local, state, and federal minority persons/women business assistance office(s); and other organizations to help solicit M/WBE firms. Offerors shall provide written evidence of their Proof of contact(s) include: emails, fax confirmations, proof of mail delivery, and/or phone logs. These documents shall show the date(s) of contact, organization contacted, phone number, email address and contact person.

*N/A
No Subcontractors.*

**MINORITY- AND WOMEN-OWNED BUSINESS ENTERPRISE (MBE/WBE)
PROCUREMENT PROGRAM
Subcontracting/Sub-Consulting ("Subcontractor") Utilization Plan**

*N/A
No Subcontractors*

SOLICITATION NUMBER: ELL0058

SOLICITATION TITLE: PARTS AND REPAIR SERVICES FOR FORD VEHICLES

(Offerors may duplicate this page to add additional Subcontractors as needed)

Subcontractor/Sub-consultant	
City of Austin Certified	<input type="checkbox"/> MBE <input type="checkbox"/> WBE Ethnic/Gender Code: <input type="checkbox"/> NON-CERTIFIED
Vendor ID Code	
Contact Person	Phone Number:
Additional Contact Info	Fax Number: E-mail:
Amount of Subcontract	\$
List commodity codes & description of services	
Justification for not utilizing a certified MBE/WBE	

Subcontractor/Sub-consultant	
City of Austin Certified	<input type="checkbox"/> MBE <input type="checkbox"/> WBE Ethnic/Gender Code: <input type="checkbox"/> NON-CERTIFIED
Vendor ID Code	
Contact Person	Phone Number:
Additional Contact Info	Fax Number: E-mail:
Amount of Subcontract	\$
List commodity codes & description of services	
Justification for not utilizing a certified MBE/WBE	

SMBR Contact Information			
SMBR Contact Name	Contact Date	Means of Contact	Reason for Contact
		<input type="checkbox"/> Phone OR <input type="checkbox"/> Email	

FOR SMALL AND MINORITY BUSINESS RESOURCES DEPARTMENT USE ONLY:

Having reviewed this plan, I acknowledge that the Offeror ☐ HAS or ☐ HAS NOT complied with these instructions and City Code Chapters 2-9A/B/C/D, as amended.

Reviewing Counselor Date

I have reviewed the completing the Subcontracting/Sub-Consultant Utilization Plan and ☐ Concur ☐ Do Not Concur with the Reviewing Counselor's recommendation.

Director/Assistant Director or Designee Date

GOAL DETERMINATION REQUEST FORM

Buyer Name/Phone	Erika Larsen	PM Name/Phone	Steve Orwick/974-1768
Sponsor/User Dept.	Fleet Services	Sponsor Name/Phone	Hazel Black/974-1751
Solicitation No	ELL0058	Project Name	Ford Vehicle Parts and Repair Services
Contract Amount	\$11.5 million	Ad Date (if applicable)	

Procurement Type

- | | | |
|--|---|--|
| <input type="checkbox"/> AD – CSP | <input type="checkbox"/> AD – CM@R | <input type="checkbox"/> AD – Design Build |
| <input type="checkbox"/> AD – Design Build Op Maint | <input type="checkbox"/> AD – JOC | <input type="checkbox"/> IFB – Construction |
| <input type="checkbox"/> IFB – IDIQ | <input type="checkbox"/> PS – Project Specific | <input type="checkbox"/> PS – Rotation List |
| <input checked="" type="checkbox"/> Nonprofessional Services | <input checked="" type="checkbox"/> Commodities/Goods | <input type="checkbox"/> Cooperative Agreement |
| <input type="checkbox"/> Critical Business Need | <input type="checkbox"/> Interlocal Agreement | <input type="checkbox"/> Ratification |
| <input type="checkbox"/> Sole Source* | | |

Provide Project Description**

For the purchase of parts and repair services for city owned Ford vehicles.

Project History: Was a solicitation previously issued; if so were goals established? Were subcontractors/subconsultants utilized? Include prior Solicitation No.

No goals assigned under contracts GA150000004 NA140000088 NA140000003 GA120000003

List the scopes of work (commodity codes) for this project. (Attach commodity breakdown by percentage; eCAPRIS printout acceptable)

06071 (78%) and 92815 (22%)

Erika Larsen

10/18/2017

Buyer Confirmation

Date

* Sole Source must include Certificate of Exemption

**Project Description not required for Sole Source

FOR SMBR USE ONLY

Date Received	10/19/2017	Date Assigned to BDC	10/19/2017
In accordance with Chapter 2-9(A-D)-19 of the Austin City Code, SMBR makes the following determination:			
<input type="checkbox"/> Goals	% MBE	% WBE	
<input type="checkbox"/> Subgoals	% African American	% Hispanic	
	% Asian/Native American	% WBE	
<input type="checkbox"/> Exempt from MBE/WBE Procurement Program		<input checked="" type="checkbox"/> No Goals	

GOAL DETERMINATION REQUEST FORM

This determination is based upon the following:

- | | |
|---|--|
| <input type="checkbox"/> Insufficient availability of M/WBEs | <input type="checkbox"/> No availability of M/WBEs |
| <input checked="" type="checkbox"/> Insufficient subcontracting opportunities | <input type="checkbox"/> No subcontracting opportunities |
| <input type="checkbox"/> Sufficient availability of M/WBEs | <input type="checkbox"/> Sufficient subcontracting opportunities |
| <input type="checkbox"/> Sole Source | <input type="checkbox"/> Other |


If Other was selected, provide reasoning:

MBE/WBE/DBE Availability

There are 3 MBE and 0 WBE certified firms available for the scopes of work listed. The 3 MBE can bid as primes. mation on availability.

Subcontracting Opportunities Identified

There are no subcontracting opportunities identified. The 3 MBEs can bid as primes.

Sonya J. Powell		10/19/17
SMBR Staff		Signature/ Date
SMBR Director or Designee		Date 10/19/17
Returned to/ Date:		



**ADDENDUM
INVITATION FOR BID
PARTS AND REPAIR SERVICES FOR FORD VEHICLES
CITY OF AUSTIN, TEXAS**

Solicitation: ELL0058

Addendum No: 1

Date of Addendum: November 22, 2017

This addendum is to incorporate the following changes to the above-referenced solicitation.

1.0 Changes:

1.1 Delete Section 0600- Bid Sheet and replace with Section 0600 – Version 1.1 11/22/2017:

Added language to the Special Instructions section of the bid Sheet:

Special Instructions: Offerors must use this Bid Sheet to submit pricing. Be advised that altering the bid sheet or taking exceptions to any portion of the solicitation may jeopardize acceptance of your Offer.

The quantities noted below are estimates and not a guarantee of actual volume. The City does not guarantee the purchase of the quantities listed, actual purchases may be more or less. Quantities are provided as a guide based on historical or anticipated usage. Order quantities will be as-needed and specified by the City for each order.

A bid of "0" (zero) will be interpreted by the City as a no-charge (free) item and the City will not expect to pay for that item. A bid of "no bid" or no response (space left blank) will be interpreted by the City that the Offeror does not wish to bid on that item. Be advised, a "no bid" or no response may be considered as non-responsive and may result in disqualification of the bid.

Prices offered on the bid sheet shall be all inclusive of fees not expressly allowed in the scope of work. The Offeror shall not charge separately for administrative, overhead, per diem, and shipping or transportation costs (travel time, fuel surcharges, mileage, stop-fee, etc.) to deliver services or items to the Austin, Texas area. The Offeror shall provide all tools, labor, travel, and equipment necessary to perform the services required under this contract.

The City reserves the right to award a single contract based on overall low cost or multiple awards based on individual or categories/groups of specific line items, cost, or any criteria or combination deemed most advantageous to the City. **If multiple awards are recommended based on the labor rates bid in Category 1, each recommended Offeror will be awarded Category 2-6 for the line items associated with the vehicle class labor rate the Offeror was recommend for award. If an Offeror only intends to provide Ford parts to the City for services performed by Fleet Service Technicians, an Offeror may bid only Category 2 and Category 6.**

Corrected language in Category 2 header information:

CATEGORY 2 -- SPECIFIED ITEMS ~~FORD LIGHT-DUTY~~ VEHICLES (MOST FREQUENTLY ORDERED ITEMS)

Bidder must be able to provide repair parts for Ford ~~Light-Duty~~ vehicles and guarantee to hold prices firm for each twelve (12) month period per the Economic Price Adjustment - Specified Parts and/or Services provision in Section 0400 for the Specified Items listed below. These prices shall be based on the same Price List(s) and percentage discount(s) or markup(s) as identified below in Section 6 for the Non-Specified Items.

Revisions to Specified Items may only be adjusted using the Economic Price Adjustment - Specified Parts and/or Services provision in Section 0400.



The quantities listed herein are estimates for the period of the Contract. The City reserves the right to purchase more or less of these quantities as may be required during the Contract Term. Quantities will be as needed and specified by the City for each order.

2.0 Changes to the solicitation due dates as follows;

2.1 Bid Due Prior To time and date is changed to **2:00 PM, Thursday November 30, 2017**

2.2 Bid Opening Time and Date is changed to **3:00 PM, Thursday November 30, 2017**

3.0 ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

BY THE SIGNATURES affixed below, this Addendum is hereby incorporated into and made a part of the above-referenced Invitation for Bid.

ACKNOWLEDGED BY:

Vendor Name

Authorized Signature

Date

RETURN A COPY OF THIS ADDENDUM
to the Purchasing Office, City of Austin, Texas *with your bid*.
Failure to do so may constitute grounds for rejection of your bid.